

City of Fort Worth, Texas Job Description

Classification Title	Firearms Technician		
Job Code:	PS5240	Job Family:	Public Safety
Pay Grade:	507	Date Created:	04/06/17
FLSA Status:	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs a variety of examinations & analysis on firearms, cartridge cases and other firearms related evidence for the Fort Worth Police Department. Utilizes the National Integrated Ballistic Information Network (NIBIN) to enter cartridge casings into the system.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Examines firearms for the presence of trace evidence and determines the need to recover and preserve evidence when present; evaluates and documents the condition of the seals and packaging of all evidence to be examined.
2. Test-fires firearms, collects and preserves fired ammunition components for comparative analysis; temporarily restores non-functioning firearms using parts from the firearms collection to obtain standards.
3. Documents examination findings according to established standard operating procedures and prepares comprehensive reports describing examination results.
4. Provides professional courtroom testimony regarding evidence examination and findings.
5. Maintains Firearms Reference Collection, equipment and supplies.
6. Provides training to law enforcement and justice personnel as required.
7. Performs other duties as required.
8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Firearms Safety.
 - Personal Protective Equipment.
 - Chain of custody.
 - Operational characteristics of NIBIN.
 - Principles and procedures used to offer expert testimony in court.
 - Statutes pertaining to firearm examination.
 - Principles and procedures of record keeping.
 - Pertinent Federal, State, and local laws, codes and regulations.
- **Skill in:**
 - Gunsmithing.
 - Prioritization, organization, and multi-tasking.
 - Oral and written communication.
 - Operate assigned equipment such as computers, databases, etc.
- **Ability to:**
 - Test-fire all types of firearms (including larger caliber) in types of conditions.
 - Work with biological hazards.
 - Examine firearms and interpret results.
 - Use and operate the NIBIN database system.
 - Provide expert testimony on firearm evidence and examinations.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM JOB REQUIREMENTS

High school diploma/GED and no previous experience required.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises; and may be exposed to biohazards.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.