



BALTIMORE COUNTY
Office of Human Resources
308 Allegheny Avenue
Towson, MD 21204

<http://www.baltimorecountymd.gov>

Is accepting applications for the position of:

Forensic Identification Examiner - Firearms and Tool Mark Examiner - Non-Merit

An Equal Opportunity Employer

SALARY

\$75.00 Hourly

OPENING DATE: 11/25/19

CLOSING DATE: Continuous

THE POSITION

Regular Schedule: 20 hours per week

Non-Merit vacancies exist in the Police Department, Forensics Services Section.

Non-Merit positions are not classified within the Baltimore County Government Classification and Compensation Plan.

A list of eligible applicants will be established based on the examination as outlined below.

Current and future vacancies occurring in any Office or Department of Baltimore County General Government may be filled from the list of eligible applicants.

All interested candidates must apply at this time.

List all **promotions** and changes in job duties due to **reclassification** as separate work experiences on your application. Applicants must include the dates of the promotions and reclassifications.

Note: Failure to complete all fields of the "Work Experience" section of the application will result in your application not being considered. A resume will not be considered in determining your qualifications for a position. Applicants selected for an interview may provide a resume at that time.

You can attach your transcript(s) or license(s) to your application.

Failure to submit proof of Licenses, Certifications and Education will result in your application not being considered. Proof of licenses, certifications, and/or education must be submitted with each application.

EXAMPLES OF DUTIES

Under general supervision, conducts forensic examinations and analysis of firearms, ammunition, and related physical evidence pertaining to law enforcement investigations. Serves as a court qualified expert witness in the field of firearms and tool mark examination.

- Examines, identifies, and analyzes firearms and related physical evidence including bullets, cartridge cases, shot shells, wadding, and live ammunition.
- Identifies fired bullets, cartridge cases and other ammunition components as having been fired from a specific firearm.
- Test fires firearms and recovers representative samples.

- Enters test fire and evidence images into regional and local databases.
- Accesses databases to search for and retrieve information.
- Examines fired bullets, cartridges and cartridge cases.
- Identifies any unique markings present on these such as striations, scratches, breech marks, firing pin impressions, extractor marks, and ejector marks.
- Identifies the caliber and manufacturer of ammunition and components.
- Obtains standards from firearms in question.
- Uses a comparison microscope to compare standards with evidentiary materials.
- Determines if the standards and evidentiary materials came from the same firearm.
- Compares firearms and fired ammunition.
- Examines firearms, identifying and documenting their condition, defects, and characteristics.
- Determines if altered weapons are in violation of Federal Law.
- Restores serial numbers on weapons.
- Utilizes a national database (NIBIN) to associate firearms and/or fired cartridge case evidence to other criminal incidents by conducting digital microscopic comparison examinations.
- Physically and chemically examines evidence.
- Tests garments for gunshot residues and patterns.
- Identifies bullet entrance and exit holes in clothing and other materials.
- Determines the distance and angle traveled of fired bullets.
- Examines tools and suspected tool marks. Makes test markings and performs microscopic comparison examinations on tool marks to determine if a specific tool was used in an incident.
- Formulates and presents conclusions based on test results.
- Prepares detailed, technical reports.
- Prepares and maintains records and case files.
- Preserves and labels evidence.
- Collects and transports evidence from field sites.

EXAMPLE OF OTHER DUTIES

Performs other related duties as required.

(NOTE: The duties and responsibilities listed above are for the purpose of determining a common set of minimum qualifications for all positions in this class. They may not include all of the essential job functions of each position in the class. Each position may not be required to perform all of the essential job functions listed.)

QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree

plus

at least two years' experience in the forensic examination and analysis of firearms, ammunition, and related physical evidence.

Experience in the field of firearms, the processing or examination of forensic evidence, or the laboratory testing of materials, may be substituted on a year-for-year basis up to a maximum of four years for the required education.

Must have successfully completed training in the field of Firearms and Tool Mark Identification and acquired authorization to conduct independent comparison examinations in an accredited forensic laboratory.

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of firearms and tool mark examination. Knowledge of firearms and ammunition. Knowledge of the principles and practices of forensic science. Knowledge of forensic laboratory operations. Knowledge of the principles and practices of law enforcement.

Skill in examining, identifying, and analyzing firearms, ammunition, their components and related materials. Skill in handling, loading, and firing firearms. Skill in identifying fired bullets, cartridges cases, and other ammunition components as having been fired from a specific weapon. Skill in collecting, processing, labeling, and storing evidence. Skill in preparing and presenting reports. Skill in maintaining records.

Proof of Licenses, Certifications and Education

Applicants are required to submit proof of licenses, certifications and education beyond high school to meet the required and preferred qualifications of the position. Diplomas or transcripts must show the applicant's major field of study. Copies and unofficial transcripts are acceptable.

Failure to submit proof of Licenses, Certifications and Education will result in your application not being considered. Proof of licenses, certifications, and/or education must be submitted with each application.

Proof of Degree Equivalency

Applicants who have obtained a degree from outside the United States of America are required to submit degree equivalence documentation from World Education Services, Inc. (www.WES.org)

Mail or deliver documents to:

ATTN:Forensic Identification Examiner
Office of Human Resources
Baltimore County Government
308 Allegheny Ave.
Towson, MD 21204

You can attach your transcript(s) or license(s) to your application.

Applicants will be qualified based on an evaluation of their training and experience, as stated on their application, which includes answers to the supplemental questions. Applicants must state the dates and duties of past and present experience clearly and completely for evaluation purposes.

CONDITIONS OF EMPLOYMENT

Physical and Environmental Conditions

The work of this classification entails the operation of laboratory instruments and equipment, and the handling of firearms and ammunition.

On appointment to this classification, an employee must provide a DNA sample to be maintained for quality assurance purposes by way of buccal swab of the inside of the employee's mouth or current standardized collection procedure to be performed by qualified police department personnel. Provision of the DNA sample is a condition of employment and shall only be used for law enforcement purposes as a forensic laboratory or for purposes of human remains identification and request, but only to the extent that the genetic information is used for analysis of DNA identification markers for quality control to detect sample contamination. It shall be maintained and disclosed only in a manner consistent with law, separate from the employee's personnel file as a confidential medical record, and will not be used for any other purpose. See 75 Fed. Reg. 68912, 68936 (November 9, 2010), 42 U.S.C. 2000ff-1(b)(6), 29 CFR 1635.8(b)(6), as amended. Provision of the DNA sample is a bona fide occupational qualification reasonably necessary to the normal operation of the police department. Failure to provide the DNA sample would prevent performance of an essential job function. Employees in this classification are subject to call to duty in emergencies, and may be required to work overtime as needed.

Medical Examination and Employment Background Investigation

Applicants selected for an appointment to a position in Baltimore County must successfully complete a physical examination and drug screen and an employment background investigation, including, but not limited to a criminal background, education, and fingerprint check. May be required to complete an expanded background investigation, polygraph examination, and psychological examination.

Forensic Identification Examiner - Firearms and Tool Mark Examiner - Non-Merit Supplemental Questionnaire

- * 1. The purpose of the supplemental questions listed below is to further evaluate your experience and education to determine your eligibility for this job classification. Answer each question accurately and thoroughly. The experience you indicate in your responses to the supplemental questions must also be described, in detail, on the **Work History** section of this application. If you cite experience in your response that is not included on the Work History section of this application, your application may be considered incomplete and you may not receive further consideration for this position. Questions with text answers require you to include the name of the employer/organization and dates of the specific experience.
 - I have read and acknowledge the above instructions.
- * 2. Failure to complete all fields of the "Work Experience" section of the application will result in your application not being considered. **A resume will not be considered** in determining your qualifications for this position. Applicants selected for an interview may provide a resume at that time.
 - I have read and acknowledge the above statement.
- * 3. Select the option that best describes your education and experience.
 - Bachelor's degree or higher plus at least two years' experience in the forensic examination and analysis of firearms, ammunition, and related physical evidence.
 - AA degree plus at least four years' experience in the forensic examination and analysis of firearms, ammunition, and related physical evidence.
 - High School diploma or an appropriate equivalent, plus at least six years' experience in the forensic examination and analysis of firearms, ammunition, and related physical evidence.
 - I do not have any of the combinations of education and experience listed above.
- * 4. Briefly describe two years of work experience in the forensic examination and analysis of firearms, ammunition, and related physical evidence. **Be sure to indicate the employer(s) for whom you do or did this work and the dates of employment.** If you do not have this experience, respond by entering N/A in the space below.
- * 5. Have you successfully completed training in the field of Firearms and Tool Mark Identification and acquired authorization to conduct independent comparison examinations in an accredited forensic laboratory?
 - yes
 - no
- * 6. The position you are applying for requires proof of education and/or licenses beyond high school in order to qualify. You must submit this proof as instructed on the job posting. If you do not submit the transcript(s) or license(s) by the closing date, your application will not be considered further.
 - I have read and acknowledge the above instructions.
- * Required Question