



SANTA ANA, CITY OF (CA)
invites applications for the position of:

Forensic Ballistics Technician (PART-TIME)*

SALARY: \$24.56 - \$29.87 Hourly

OPENING DATE: 12/04/18

CLOSING DATE: Continuous

TYPE OF RECRUITMENT: Open Competitive (Part-time)

DESCRIPTION:

The City of Santa Ana is looking for individuals who are results-oriented, possess great attitudes, demonstrate creativity and innovation, work efficiently, show a record of success and have a **PASSION** for public service. Having the best employees provides the best service to the community.

*This a **part-time** position. The incumbent will work up to 20 hours per week. Work schedule is to be determined and is open for discussion. There is currently one (1) vacancy in the Police Department. This recruitment is open until further notice; therefore, it can close at any given time and without notice. You are encouraged to apply immediately!*

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Perform safety inspections, forensically function test and test fire all firearm types
- Identify the caliber of bullets
- Identify types of firearms
- Maintain chain of custody
- Perform bullet type/caliber testing and documentation
- Take photographs of guns and ammunition
- Analyze evidence submitted as related to ballistics
- Determine full-auto, various conversions
- Maintain and manage a large volume of test-fired exemplars as potential evidence
- Maintain instruments and equipment, such as, trigger pull gauges, calipers, water bullet recovery tank, etc.
- Maintain and handle ammunition supplies used for test firing
- Maintain exemplars obtained from evidence firearms
- Write reports
- May perform case preparation for Toolmark examination/comparison and documentation
- May perform Integrated Ballistic Identification System (IBIS) data entry
- May testify in court
- Other related functions as assigned

MINIMUM QUALIFICATIONS:

Must be at least 21 years of age at the time of application and have sufficient training, education, and/or experience that demonstrates the ability to do the following:

Ability to:

- Learn the basics of firearms operations, firing mechanisms, safeties, conversions, external components (magazines, clips, etc.)
- Possess sufficient expertise to comfortably operate most firearm types
- Put safety at forefront including firearm, hearing, and lead exposure safety measures

- Understand various ammunition types
- Learn new aspects of firearms by using mechanical abilities
- Use a personal computer and related software (e.g. Excel, Word, Access, Acrobat, IBIS) for maintaining exemplars obtained from evidence firearms, writing reports, and possibly making entries into IBIS
- Learn the different bullet and gun manufacturers
- Fire large caliber weapons or long guns
- Work with minimal supervision after training

Training, experience and/or education in the following areas is highly desirable: Armorer schooling, law enforcement, military, firearms operation, firearms mechanisms, safeties, conversions, and external components (e.g. magazines, clips)

SPECIAL REQUIREMENTS:

Must possess and retain a valid California Class C driver's license as a condition of employment (Out-of-state applicants must be willing and able to obtain a CA driver's license if offered the position). Must be able to wear appropriate personnel protective gear to limit lead exposure and prevent hearing loss. Must be able to fire large caliber weapons and long guns and be able to lift and/or carry objects weighing up to 50 lbs.

SELECTION PROCESS:

All applicants are required to complete and submit a City application form online, which includes a supplemental questionnaire. Resumes or faxed copies will not be accepted in lieu of an original application.

To apply, click on the "Apply" link located at the top of this page. New users must create an account first. Click on this link for instructions on how to set up your account and apply for the first time: [Online Employment Application Guide](#).

The Human Resources Department and Police Department will review all applications and those candidates who possess the most pertinent qualifications may be invited for an oral interview, and/or other test components, by the hiring agency. If you have any questions about the duties or work schedule, please call Heather Heider at (714) 245-8471.

CANDIDATES MUST BE ABLE TO SUCCESSFULLY COMPLETE A THOROUGH BACKGROUND INVESTIGATION, WHICH INCLUDES A POLYGRAPH EXAMINATION AND A PSYCHOLOGICAL EVALUATION. A MEDICAL EXAMINATION WILL ALSO BE REQUIRED.

The City of Santa Ana is an equal opportunity employer. If you consider yourself a person with a disability, you may contact us regarding providing reasonable accommodation.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.santa-ana.org>

Job #PT 34-19 PD
 FORENSIC BALLISTICS TECHNICIAN (PART-TIME)*
 AA

Human Resources, M-24
 PO Box 1988
 Santa Ana, CA 92702
 714-647-5340

Forensic Ballistics Technician (PART-TIME)* Supplemental Questionnaire

- * 1. Do you possess a CA Class C driver's license as of today? If you are out-of-state, do you possess a driver's license in your state of residence as of today, and are you willing and able to obtain a CA driver's license if offered the position?
- Yes
- No

- * 2. How would you rate yourself on your knowledge of Microsoft Office applications (Word, Excel, and Access)?
 - Beginner
 - Intermediate
 - Advanced
 - No knowledge/have never used it
- * 3. Are you willing and able to wear appropriate personnel protective gear to limit lead exposure and prevent hearing loss?
 - Yes
 - No
- * 4. Are you willing and able to fire large caliber weapons and long guns?
 - Yes
 - No
- * 5. Are you able to lift and/or carry objects weighing up to 50 lbs without assistance?
 - Yes
 - No
- 6. Please describe how your experience, training and/or education has prepared you to potentially perform the following duties: -Perform safety inspections, forensically function test and test fire all firearm types -Identify the caliber of bullets -Identify types of firearms -Maintain chain of custody -Perform bullet type/caliber testing and documentation -Take photographs of guns and ammunition -Analyze evidence submitted as related to ballistics -Determine full-auto, various conversions -Maintain and manage a large volume of test-fired exemplars as potential evidence -Maintain instruments and equipment, such as, trigger pull gauges, calipers, water bullet recovery tank, etc. - Maintain and handle ammunition supplies used for test firing -Maintain exemplars obtained from evidence firearms -Write reports -May perform case preparation for Toolmark examination/comparison and documentation -May perform Integrated Ballistic Identification System (IBIS) data entry -May testify in court
- * 7. Are you a CalPERS (CA PUBLIC EMPLOYEES' RETIREMENT SYSTEM) retired annuitant?
 - Yes
 - No
- * 8. Are you willing and able to go through a thorough background investigation, which includes a polygraph and psychological evaluation?
 - Yes
 - No
- * 9. Are you at least 21 years of age as of today?
 - Yes
 - No
- * 10. For every job listed on your application, you must complete the "Reason for Leaving" field. Failure to do so may result in your application being considered incomplete. I acknowledge that I have read and understood this statement.
 - Yes
 - No
- * 11. I certify that all information provided is accurate to the best of my knowledge and belief.
 - Yes No

* Required Question