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## NON-SWORN MEMBER VACANCY

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*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, religion, sex/gender, age, national origin, genetics, or disability.*

**DATE:** October 7, 2021

**JOB VACANCY MEMORANDUM NO.** 21-12 EXTENDED

**TITLE:** Forensic Specialist II, Forensic Firearms Technician

**ELEMENT OF ASSIGNMENT:** Firearms & Toolmarks Section, KC Police Crime Lab

**PAY RANGE:** 16

**STARTING MONTHLY SALARY:** \$3,155 to \$5,910

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** November 4, 2021

**REQUIREMENTS:**

To examine firearms and munitions, related evidence, and produce written reports of findings. Testify as a witness in court.

**Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Conduct physical examination and classification of firearms and munitions received as evidence; determine the make, model and serial number of firearms. Prepare written reports of results.
2. Conduct restoration, by chemical process, identifying marks or numbers which have been removed.
3. Perform test firing and reports on the functionality of submitted firearms.
4. Conduct swabbing and limited processing of firearms and ammunition components for DNA and latent prints.
5. Perform screening and entry of ammunition components into the National Integrated Ballistic Information Network (NIBIN) system.
6. Drive to district stations and Headquarters to pick-up firearms related evidence for NIBIN entry.

7. Accurately receive and manage the storage of all new incoming firearms evidence to the Crime Lab.
8. Testify in court as to the findings of analysis.
9. Maintain equipment and oversee inventory supplies
10. Advance professional development by attending training seminars, taking proficiency examinations and reading professional journals.
11. Regular and reliable attendance is essential and must have the ability to work mandatory overtime, flexible hours, nights, and weekends and/or holidays when necessary.
12. Perform other related duties as required.
13. This case specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

Must possess a bachelor's degree from a four year accredited college or a university with a major in physical science, forensic science, or natural science.

Close attention to detail and a high degree of accuracy is required.

This position requires rapid entry and correlation of ammunition components. It is preferred that the incumbent have knowledge of firearms, firearm components, firearm technology, general computer knowledge and data entry skills. The incumbent must also possess strong analytical and communication skills.

Incumbent is required to submit to a DNA standard for quality control purposes.

Incumbent must possess a valid driver's license.

**Physical Requirements:**

Incumbent must be able to perform moderate lifting (up to 50 pounds) and extended periods of sedentary work.

Incumbent may be exposed to hazardous materials, noise levels, and working conditions.

**Job Location:** (Place where work is performed.)

This position operates in a criminalistics laboratory 90% of the time; remaining 10% of time is spent engaged in fieldwork.

**Equipment:** (Machines, devices, tools, etc., used in job performance.)

- Brasstrax and Matchpoint database systems
- Computer, telephone, facsimile, scanner, photocopier
- Photographic equipment
- Analytical instruments
- Industrial tools
- Vehicle

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Chief Criminalist, Lexie Lalli, Firearms & Toolmarks Section, KC Police Crime Laboratory by no later than NOVEMBER 4, 2021.**

Outside applicants interested in being considered for the position must submit a cover letter and resume outlining how they are qualified for this position and a resume to the [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **NOVEMBER 4, 2021.**

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit within the state of Missouri during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Members who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a CVSA, MMPI, post-offer physical examination and drug screen.

*Captain Marisa Barnes*

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Commander, Employment Unit