

FORENSIC SERVICES SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Forensic Services Specialist in the Mesa Police Department Forensic Services laboratory serves as a paraprofessional within the Firearms Unit. In this role, they assist with analytical tasks that don't require the full credentials of a Forensic Scientist, offering critical support to help achieve unit objectives.

A Forensic Services Specialist has primary responsibility for the daily duties associated with Forensic Services' role in the processing of evidence into the National Integrated Ballistic Information Network (NIBIN). Duties include but are not limited to the following: performing daily evaluation of firearms related evidence received by the Mesa Police Department to determine that which is suitable and eligible for NIBIN entry; identifying firearms and ammunition components; microscopic screening of cartridge cases to determine those representative samples appropriate for NIBIN entry; performing preliminary safety inspections and test firing a variety of firearms; utilizing the Integrated Ballistics Identification System (IBIS) hardware to capture case related data and images of associated evidence; performing NIBIN correlation reviews to identify investigative leads; disseminating NIBIN Leads to appropriate internal personnel and external law enforcement partners; managing partner agency requests for NIBIN entries; and performing critical NIBIN database record updates related to firearms that have been returned to owners or otherwise released to the public.

Additional duties performed that support the primary job function include: conforming to ANSI National Accreditation Board (ANAB) requirements, producing detailed casework documentation consistent with defined unit procedures, publishing technical reports of work performed, performing administrative and technical reviews of NIBIN reports authored by other unit members, updating NIBIN cases in the Laboratory Information Management System (LIMS), arranging for transfer of and maintaining appropriate chain of custody for evidence received, testifying as a subject matter expert witness as required, monitoring for quality assurance, attending regional peer group meetings, providing training, participating in the laboratory quality assurance program by being subject to competency and proficiency testing, and participating in accreditation audits. Incumbents in the classification may also respond to crime scenes to assist professional staff. This class performs related duties as required.

Distinguishing Features: This is a civilian classification. Incumbents are trained in laboratory techniques and procedures. Supervision is received from a member of management who reviews work through observation on the job, report review, meetings, conferences, and results achieved. Work involves hazards related to the handling and test firing of evidence firearms, exposure to chemicals and other hazardous materials, and requires considerable exercise of judgment and care. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree which includes at least twelve semester hours of natural science (Biology, Chemistry, etc.) courses including lecture and laboratory. One year full-time paid technical laboratory experience.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's Degree in Biology, Biochemistry, Chemistry, Forensic Science, or equivalent is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates cordially and effectively with coworkers, other City employees, partner agencies, vendors, and the general public; receives instructions and on-the-job training from other Forensic Services personnel; prepares reports and records with clearly organized thoughts using proper sentence structure, punctuation, and grammar; informs unit members of issues related to their job function; and informs management of quality and safety concerns.

Manual/Physical: Sits/stands for extended periods of time while using a personal computer (PC) to perform routine job functions; able to perform repetitive and demanding tasks related to job duties of unit assignment; willing and able to wear personal protective equipment related to job duties of unit assignment; able to use microscopic equipment with ability to discern detail according to requirements of unit assignment; operates laboratory equipment on a routine basis; manipulates evidence according to examination requirements; uses common hand tools; works with chemicals using specialized non-routine, protective equipment; and operates a motor vehicle requiring a standard Class D Arizona Driver's License.

Mental: Maintains focus while performing tasks independently; keeps free from distraction while following standardized procedures; makes timely decisions; manages, organizes, and prioritizes processing of evidence according to the needs of department members; seeks/accepts continuous guidance; comprehends instruction from professional staff; and problem-solves in the context of a workflow.

Knowledge/Skills/Abilities:

Knowledge of:

International Accreditation standards (ISO 17025);
Occupational Safety and Health Administration (OSHA) Safety requirements;
Material Safety Data Sheets (MSDSs);
applicable Arizona State Revised Statutes;

applicable scientific area committee requirements (for discipline/unit assigned);
applicable professional organizations (for discipline/unit assigned);
general chemistry;
laboratory equipment and terminology;
inventory, stocking, and maintaining supplies;
routine record keeping procedures; and
chemical safety requirements for laboratories including proper disposal of waste materials.

Skill in:

operating a PC;
applying oneself to detail; and
using hand tools effectively.

Ability to:

manage casework with minimal supervision;
receive and manage evidence from partner agencies;
follow verbal and written instructions exactly;
prepare chemical reagents, solutions, and samples;
provide detailed, technical laboratory assistance;
operate scientific instruments;
organize and maintain a laboratory area;
learn and apply rules of evidence and legally accepted methods and procedures;
testify in court and withstand cross-examination; and
establish and maintain effective working relationships with department personnel and outside agencies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

New 06/25

MG/lv

CS4816.DOCX

EEO-Tech

JOB FCTN-TEC

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 49

IND-7720

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 50-200