



Class Code: 3503

## CLASS TITLE | NIBIN TECHNICIAN I

PAY GRADE: ST-27 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date : 08/23/2023

**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under direct supervision, trains to perform scientific processing, evaluation and database entry of firearms and fired ammunition; and performs other related duties as assigned.

### ESSENTIAL TASKS:

- Completes National Integrated Ballistic Information Network (NIBIN) acquisition training
- Evaluates firearms and fired ammunition for database suitability
- Performs NIBIN acquisitions of suitable ballistic evidence
- Coordinates evidence transfers with law enforcement personnel
- Creates and collects, labels, packages, and submits test-fired ammunition and derived evidence to law enforcement personnel
- Responsible for the integrity and strict security of evidence and chain of custody records
- Testifies in municipal, tribal, state, and federal courts of law as needed
- Assists with the maintenance of laboratory equipment, supplies and in research projects
- Attends meetings, workshops, seminars, continuing education classes and other training as required
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from an accredited college or university with an associate's degree in one of the physical, chemical, forensic, or biological sciences or a related field; **and**,
- (b) Two (2) years of experience relevant to the essential tasks listed in this job description

### **PAY INCREASE OPPORTUNITIES**

This position is part of a progression family and is eligible for pay increase within the progression program. More information can be found [here](#).

### Knowledge, Abilities and Skills:

General knowledge of:

- Laboratory equipment, techniques and procedures
- Standard safety practices and procedures
- Firearms and firearm safety

Ability to:

- Work independently
- Safely handle firearms and biohazardous materials
- Follow verbal and written instructions
- Courteously and tactfully communicate with internal and external customers



## CLASS TITLE | NIBIN TECHNICIAN I

PAY GRADE: ST-27 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 3503

Effective Date : XX/XX/2023

---

Skill in:

- Use of computer software applications, including word processing, spreadsheets and data entry

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to safely handle and discharge firearms and use a keyboard and telephone; frequent lifting and carrying up to 20 pounds; frequent standing sitting, and reaching; moderate bending and twisting, completing repetitive motions, and feeling; occasional stooping, pushing and pulling up to 50 pounds.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in a laboratory setting and may be exposed to various hazardous materials (e.g., chemicals and bodily fluids); toxic fumes/vapors/odors; loud noises; and hazardous physical conditions (e.g., mechanical parts and electrical currents).

**EEO Code: N-03**

**Group: Cultural, Legal, and Sciences**

**Series: Sciences**