



Class Code: 3610

## CLASS TITLE | NIBIN TECHNICIAN II

PAY GRADE: ST-31 | [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 general supervision performs preliminary scientific processing, evaluation, and database entry of firearms and fired ammunition; and performs other related duties as assigned.

### ESSENTIAL TASKS:

- Evaluates firearms and fired ammunition for database suitability
- Performs NIBIN acquisition 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
- Coordinates communication between the NIBIN program and cooperating law enforcement agencies
- Assists with training activities for new employees and customers, maintains laboratory equipment and supplies and develops 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 a bachelor's degree in one of the physical, chemical, forensic, or biological sciences or a related field; **and**,
- (b) Three (3) years of laboratory experience relevant to the essential tasks listed in this job description; **including**,
- (c) Two (2) years of experience as a trained NIBIN technician, or profession 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:

Knowledge of:

- Applied knowledge of laboratory equipment, techniques, and procedures
- Applied knowledge of standard laboratory safety practices and procedures
- Substantial knowledge of firearms and firearm safety

Ability to:

- Work independently
- Safely handle firearms and biohazardous materials



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- Follow verbal and written instructions
- Courteously and tactfully communicate with internal and external customers

Skill in:

- Organization in order to move high volumes of work on a regular basis
- 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, twisting, completing repetitive motions, and feeling. Occasional stooping and pushing and pulling up to 50 pounds.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license. Active membership in a relevant professional organization *preferred*.

**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**