

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Firearms Examiner Supervisor

CLASS CODE: 2553

GENERAL DESCRIPTION OF DUTIES:

Incumbents are responsible for overseeing the day-to-day operation of the Firearms and Toolmark Section of the St. Louis Metropolitan Police Department Laboratory.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level professional classification in the in the Police Services Series – Identification Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for supervising Firearms Examiners and subordinate staff.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of two or more full time equivalent positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions.

Signing performance plans and appraisals.

Resolving informal grievances or formal grievances at the first step.

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Prepares and continually updates procedures and manuals for the Firearms and Toolmark Section.

Testifies in court.

Prepares section for annual audits and external inspections.

Manages budget for the section and maintains supplies as needed.

Coordinates laboratory activities with other St. Louis Metropolitan Police Department sections.

Performs non-routine testing; provides technical assistance.

Examines firearms to properly identify correct make, type, caliber, and serial number of firearm.

Examines firearms to see if they function, are defective, or have been modified in any way; based on examination, determines if the firearm is safe to be fired; test fires firearms to determine if the firearm operates as designed by the manufacturer.

Examines firearms and creates test shots in attempts to determine if the firearm was used in a specific crime.

Conducts serial number restorations on defaced firearms, restoring defaced or altered serial numbers.

Conducts gun powder and residue test in order to develop patterns to determine muzzle to target distance.

Enters test shots and evidence cartridge cases into the National Integrated Ballistic Information Network/Integrated Ballistic Identification Systems (NIBIN/IBIS) digital imaging system to record and disseminate images, identifying cases where the same firearm was used in different jurisdictions.

Examines tool marks in attempts to determine what make or type of tool marked the evidence; examines tools and creates test tool marks in attempts to determine if the tool was used in a specific crime.

Conducts training involving lectures and presentations for department.

City of St. Louis
Firearms Examiner Supervisor

Provides expert advice in firearms, ballistics and related topics for the St. Louis Metropolitan Police Department.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer terminal, scanners, fax, magnifiers, camera, electronic storage systems, microscope, chronograph, scales, measuring devices and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference and descriptive data and information such as forms, orders, packing slips, schedules and general operating manuals.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as temperature extremes, toxic agents or chemicals, noise, smoke, dusts, disease, machinery, dim light, violence or electrical currents.

Physical Requirements:

Requires the ability to lift laboratory equipment and supplies weighing up to twenty-five (25) pounds.

Requires the ability to stoop, crouch, climb and balance to handle laboratory equipment and supplies.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences individual characteristics of shapes to clearly identify objects. Requires the ability to distinguish objects clearly at both close and far-range.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.