HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

NIBIN Technician

Job Code: W0120
Pay Grade: WM
Pay Scale: $26.46-$40.53 Hourly; $55,036.80-$84,302.40 Annually
Exempt: No

OVERVIEW

Perform administrative and technical duties to support the firearms and National Integrated Ballistics Information Network (NIBIN) programs. Develop, establish, and organize work processes and procedures to deliver program services, evaluate effectiveness of programs and efficiency of processes, and implement prescribed program guidelines and objectives.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide technical and administrative forensic support.
- Prepare reagents for use in analytical testing.
- Perform quality control on instrumentation and reagents; maintain section logbooks.
- Maintain inventory of supplies and submit orders.
- Perform general housekeeping duties, including cleaning laboratory work areas, equipment, glassware, and utensils.
- Analyze firearms, fired ammunition components, unfired ammunition, and cartridge case images.
- Photograph items of physical evidence to provide evidence documentation.
- Maintain integrity of evidence and chain of custody.
- Prepare reports to document involvement and results.
- Testify in a clear, accurate, truthful, and professional manner.
- Perform evidence processing for deoxyribonucleic acid (DNA) and latent prints.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of the terminology and techniques used in the forensic laboratory.
- Knowledge of the procedures for packaging, handling and preserving evidence.
- Ability to give sworn testimony in court.
- Ability to establish and maintain effective working relationships.
- Ability to maintain files and records and prepare reports and correspondence.
- Ability to use a computer and related software.
- Ability to make presentations to large groups.
- Ability to handle confidential information.
- Ability to organize, multi-task, and complete administrative duties.

SKILLS

- Court Testimony
- Microscopies
- Detail-Oriented
- Pattern Matching

- Evidence Handling
- Firearms Handling

WORKING CONDITIONS

- Work within a forensic laboratory environment within a law enforcement agency.
- Work with items of evidentiary value, which may contain body fluids (e.g., blood, saliva, semen) that have been processed with chemicals that are known to be carcinogenic or toxic.
- Remain in a stationary position for extended periods of time at a keyboard or workstation and/or microscope.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- May be required to work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Two years of experience in NIBIN with a law enforcement agency.

OR

- An associate degree from an accredited institution of higher education.
- One year of experience in NIBIN with a law enforcement agency.

OR

- A bachelor’s degree from an accredited institution of higher education.
- One year of experience with a law enforcement agency.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Employees are required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office

retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- A bachelor’s degree or higher from an accredited institution of higher education with major coursework in physical science, natural science, forensic science, criminalistics, criminal justice, police science, industrial technology, or related fields of study.
- Successfully passed the Alcohol, Tobacco, and Firearms (ATF) IBIS BrassTRAX training course.
- A membership or certification from the Association of Firearm and Tool Mark Examiners (AFTE).
- Previous crime laboratory experience with NIBIN.
- One year correlating entries into the NIBIN Matchpoint System.