



**NATIONAL INTEGRATED BALLISTIC INFORMATION NETWORK (NIBIN)  
TECHNICIAN  
JOB POSTING**

**POSITION DESCRIPTION:**

The primary responsibility of the National Integrated Ballistic Information Network (NIBIN) Technician is case management operations within the Crime Gun Intelligence Center. The NIBIN tech uses Integrated Ballistics Identification System (IBIS) or other ballistic imaging equipment to examine physical evidence associated with firearm investigations. Additionally, the tech will safely test fire a variety of firearms and identify ammunition components, record test results, and work under close guidance of the firearms and tool mark examiner.

**ESSENTIAL JOB FUNCTIONS:**

1. Prioritize and manage caseload for Firearms Examiner
2. Receive and manage evidence from outside agencies and establish scheduled drop off and pick up dates/times for the evidence
3. Complete eTrace on all firearms when needed and enter information into eTrace
4. Perform test fires on all firearms as needed on appropriate calibers and types of firearms
5. Analytical data reviews: provide police department and ATF with monthly statistics, i.e., confirmed hits and acquisitions
6. Maintain all records relating to NIBIN, eTrace, Gun Ops, and Per Mar
7. Track and log all firearms handled by Firearms Lab
8. Inventories, documents and evaluates various types of firearms for possible entry into the IBIS database
9. Conducts restoration of obliterated serial numbers on firearms
10. Issues reports accurately reflecting the results of examinations
11. Testifies in court relating to the results of the examination
12. Assists firearms examiner in interpreting, analyzing, and evaluating the results of IBIS and/or firearms examinations and prepare draft reports based on results



13. Cleans and maintains firearms and examination related resources such as bullet recovery systems, range and tools
14. Routinely works with the firearms examiner to maintain basic project interaction
15. Maintain 24-hour entry and 48-hour correlation of results
16. Other duties as assigned

**PREFERED QUALIFICATIONS:**

1. High school diploma or equivalent education. Bachelor's degree preferred
2. High level of judgement and decision-making abilities are expected
3. Computer operations including Microsoft Office Suite and general office practices and procedures
4. Must be able to pass a polygraph test that is required for employment
5. Must have a clean criminal history of be free of anything that may impeach character as a witness
6. Detail oriented and high level of organization

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

1. This position will require frequent sitting, walking, bending, climbing, kneeling, crouching, talking and hearing. The employee will occasionally be required to use hands and fingers to handle or feel objects, tools, disassemble objects, and manipulate small items accurately over an extended period of time.
2. Occasionally lift and move up to 25 pounds.
3. Specific vision abilities required include the ability to focus, distinguish fine details when looking through scientific instruments, as well as distinguish. Color, contrast, patterns, and dimension.
4. Ability to fire multiple calibers of guns safely.
5. Personal Protective Equipment (PPE) and the wearing of a mask at times will be required.



6. Work may be performed outdoors in all weather conditions but is often in an office environment. Noise level in the office environment is usually quiet, however operating firearms indoors can pose very loud situations.
7. May have some contact with contagious diseases and/or body fluids.
8. Regular exposure to noxious odors, chemical substances, and biohazard compounds.