

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Firearms Records Unit
Automated Firearms System Team
Assembly Bill 1621**

JOB TITLE: Crime Analyst I

STATEMENT OF DUTIES: Under the supervision of the Staff Services Manager (SSM) I, in the Firearms Records Unit (FRU), the Crime Analyst (CA) I, is responsible for reviewing requests for unique serial numbers from law enforcement agencies and issuing unique serial numbers for ghost guns and firearm precursor parts. The CA I processes requests for firearm ownership (which includes firearm precursor part) records requested by the public by reviewing the request for completeness, verifies the request requirements are met, conducts searches in the Automated Firearms System (AFS) for firearm ownership records, and prepares written correspondence regarding the records. The CA I provides information via telephone, facsimile, email, and/or written correspondence regarding record keeping requirements for the AFS and Ammunition Purchase Records File (APRF) to law enforcement agencies and the public. Assists law enforcement agencies with complex database system entries and queries. Researches and analyzes firearm/ammunition records, defines search parameters, and conducts special searches for law enforcement agencies for investigative and record purposes. Conduct special searches for annual record statistics and prepare letters for law enforcement agencies. Reviews requests to correct firearm acquisition records submitted by secondhand dealers and pawnbrokers and performs corrections of firearm acquisition records. Maintain/update monthly statistics. The CA I on occasion may be required to work mandatory overtime and provide backup assistance to other analysts in the unit.

SUPERVISION RECEIVED: Directly supervised by the SSM I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a computer workstation for up to eight hours a day in order to prepare work assignments.

TYPICAL WORKING CONDITIONS: Works in an open work area and smoke-free environment. Must work core business hours, Monday through Friday. The CA I may be required on occasion to work overtime, which may include weekends and holidays, or assist other BOF program units as organizational priorities arise.

ESSENTIAL FUNCTIONS:

35% Review requests for unique serial numbers from law enforcement agencies, verify description of firearms and/or firearms depicted in photos meet the definition of a ghost gun or firearm precursor part, correspond with law enforcement agencies if additional information is

required. Upon verification, log pertinent case information obtained from law enforcement agencies and issue unique serial numbers.

- 20% Provide technical assistance and responses via telephone, facsimile, email, and written correspondence to law enforcement agencies, firearms dealers, ammunition vendors, criminal justice agencies, various state agencies, and the public regarding AFS/APRF reporting requirements, utilizing AFS queries, and questions that arise relative to new or changing AFS/APRF legislation and regulations. Identify firearm record discrepancies and facilitate corrections.
- 20% Receive, log, and review form BOF 053 – Automated Firearms System Request for Firearm Records for completeness. Verify the Request requirements are met, which includes a copy of the applicant's identification and notarization of the Request, and conduct searches in the AFS for firearm records. Prepare written correspondence of records, scan the written correspondence by operating a scanner, mail the written correspondence to the applicant/requestor, and retain the scanned copy as records.
- 10% Assist law enforcement agencies with complex system entries; respond to law enforcement agency questions regarding proper entry of data, resolve record discrepancies, and provide special searches including specific AFS records entered by law enforcement agencies, crime gun tracing, and specific firearms and/or ammunition purchased in a geographic area, etc. and disseminate information as investigative leads to law enforcement agencies and Bureau of Firearms staff regarding firearm and/or ammunition purchases/transfers and confiscation of firearms/ammunition purchased by known criminal associates.
- 10% Review requests to correct firearm acquisition records for completeness and accuracy submitted by secondhand dealers and pawnbrokers and correct firearm acquisition records by utilizing the AFS. Inquire with the secondhand dealer and pawnbroker via telephone, facsimile, email, and/or written correspondence when additional information is required to process the correction. Review, identify, and correct errors on firearm acquisition and ammunition records by reviewing Excel spreadsheets containing firearm and/or ammunition records with various database errors.
- 5% Conduct special searches to obtain law enforcement record statistics for each law enforcement agency with entry capability, calculate statistics, prepare statistical letters for law enforcement agencies and mail. Maintain/update tracking logs for monthly statistics. Complete special projects and other duties as assigned by the SSM I.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature Date

Supervisor Signature Date