

**DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
BUREAU OF FIREARMS/FIREARMS CLEARANCE PROGRAM  
BACKGROUND CLEARANCE UNIT**

**JOB TITLE:** Program Technician

**STATEMENT OF DUTIES:** Under the general supervision of the Staff Services Manager I (SSM I) over the Background Clearance Unit (BCU), the Program Technician (PT) initiates database system inquiries and verifies information in the database systems; requests and pulls criminal file folders; faxes requests to criminal justice agencies for reports, dispositions and other documentation; sorts, files and maintains the unit's Undetermined, Delayed, and Denied packets; processes requests for information internally within the department on behalf of the BCU, and provides support to the BCU staff and other BOF sections as organizational priorities arise. The PT may be required to work mandatory overtime, including holidays, and may not be allowed time off during the months of November through January.

**SUPERVISION RECEIVED:** Directly supervised by the Staff Services Manager I.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit, type, rotate, and work at a computer workstation for up to ten hours a day in order to prepare work assignments. Ability to lift and move items weighing up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Enclosed windowed office in a smoke-free environment. Must work core business hours Monday through Friday.

**ESSENTIAL FUNCTIONS:**

- 60%   Accesses the Dealer Record of Sale (DROS) system, Law Enforcement Agency Web (LEAWeb), Folder Control System, and the Automated Archive database to query and/or enter information related to DROS transactions. Requests and tracks criminal folders for BCU staff; files, maintains and organizes BCU Undetermined, Delayed and Denied packets; processes requests for information from other DOJ programs, such as fingerprint comparison requests and disposition updates. Faxes requests to various criminal justice agencies for crime reports and/or disposition information.
  
- 15%   Assists with prescreening and processing various Hawkins Data Center (HDC) reports by inquiring into the DROS system; reviews and processes data accordingly and routes to unit supervisors or manager for appropriate action.
  
- 10%   Handles incoming BCU mail and e-mails and documents inquiries in accordance with Department and Bureau guidelines; determines appropriate routing for problem solving and disposition.
  
- 5%    Organizes, maintains and ensures that office supplies are sufficient for office and staff needs.

**DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
BUREAU OF FIREARMS/FIREARMS CLEARANCE PROGRAM  
BACKGROUND CLEARANCE UNIT**

- 5% Provides assistance to the BCU manager, supervisors, analysts and other BOF program units on special projects or assignments.
  
- 5% Participates in unit staff meetings and/or working meetings; other duties as required.

*I have read and understand the essential functions and typical demands required of this job and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Function Health Questionnaire, STD 910).*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date