

**DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
BUREAU OF FIREARMS  
Firearm Reporting Team**

**JOB TITLE:** Crime Analyst I

**STATEMENT OF DUTIES:** Under the general supervision of the Crime Analyst Supervisor (CAS) in the Firearm Reporting Team, the Crime Analyst I (CA I) processes incoming firearm ownership reports; resolves issues within the DMV Mismatch Queue; processes Stolen Gun Hits; and analyzes criminal history information and other firearms and ammunition related records to determine the eligibility of a person to own or possess firearms and/or ammunition in California. The above-described functions involve querying various databases, requesting and reviewing files, and contacting other entities to verify firearms prohibiting records. The CA I contacts state and federal criminal justice agencies to obtain and/or clarify information related to various firearm and/or ammunition issues or laws. The CA I must have a thorough knowledge and understanding of California statutory code sections, the criminal justice system, and the laws and regulations governing eligibility to purchase/possess firearms and/or ammunition in California.

**SUPERVISION RECEIVED:** Directly supervised by the Crime Analyst Supervisor (CAS)

**SUPERVISION EXERCISED:** None

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

**TYPICAL WORKING CONDITIONS:** Work in an open work area and smoke-free environment. Must work core business hours Monday through Friday. On occasion, may be required to work mandatory overtime weekends, and holidays or assist other BOF program units as organizational priorities arise; and work permitting may not be allowed to take off time during the months of November through January.

**ESSENTIAL FUNCTIONS:**

- 35% Review and process incoming firearm ownership reports for completeness, accuracy, legality of firearms, and to ensure they are in compliance with state and federal laws and regulations.
- 35% Determine eligibility of a person to own or possess firearms or ammunition by analyzing criminal history records and other Department of Justice and federal databases. The CA I must have a thorough knowledge and understanding of California statutory code sections, the criminal justice system, and the laws and regulations governing eligibility to purchase/possess firearms and/or ammunition in California.
- 15% Search for, identify, and analyze personal descriptive information in various database systems within the Law Enforcement Agency Web (LEAWEB) in order to process and complete firearm ownership reports. Research complex circumstances relative to both firearm ownership reports and criminal history records and elevate issues to senior staff/management. The CA I will also research and resolve Stolen Gun Hits and issues within the DMV Mismatch Queue.
- 10% Contact out-of-state law enforcement and government agencies to obtain disposition information for felony or certain specified misdemeanor arrest; contact mental health facilities to determine the identity of certain firearm and ammunition purchasers; and collect and retain any pertinent records for future reference. Contact state and federal criminal justice agencies to obtain and/or clarify information related to various firearm and/or ammunition issues or laws
- 5% Participate in section staff meetings and/or working meeting; other duties as required.

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*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