

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Regulatory Compliance Unit**

JOB TITLE: Field Representative

STATEMENT OF DUTIES: Under the direction of the Staff Services Manager (SSM) I, the Field Representative (FR) in the Bureau of Firearms (BOF), Regulatory Compliance Unit (RCU) independently conducts statewide inspections of licensed firearm dealers licensed to operate in California to verify compliance with state firearm laws and regulations; communicates with the Bureau of Alcohol, Tobacco and Firearms (ATF) investigators regarding inspection findings or referrals; represents the department to law enforcement agencies firearm dealers and the public regarding firearm laws, regulations and information/issues; provides training to various stakeholders regarding reporting and other firearms related responsibilities; assists with the implementation of newly legislated statewide programs and with promulgating regulations on behalf of the Department; provides information via telephone and answers written correspondence pertaining to firearm laws and regulations; provides analytical assistance to bureau staff regarding firearm laws and regulations; plans, schedules, conducts, and/or attends inspections, training, seminars and conferences; participates in team training as needed.

SUPERVISION RECEIVED: Reports directly to the SSM I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Travel frequently throughout California driving an automobile or flying on an airline. Travel may be required for up to one week at a time. Transport equipment and training materials. Lift equipment or boxes weighing up to 20 pounds.

TYPICAL WORKING CONDITIONS: In the field and in a modular cubicle in a smoke-free environment. In response to critical workload, the Field Representative may be required to work more than 40 hours a week and may not be allowed to take time off during the months of November through January.

ESSENTIAL FUNCTIONS:

- 40% Conducts inspections of licensed firearm dealers to verify compliance with state firearm laws and regulations. The inspection includes: 1) scheduling/notifying dealers; 2) conducting an open conference; 3) records inspection; 4) inventory reconciliation; 5) facility/security inspection 6) interview; and 7) a closing conference. Prepare highly-detailed, formalized summary reports, which capture the totality of the inspection. These summary reports include pertinent information related to the inspection and may be used in license revocation hearings and/or criminal complaints against some of the most egregious firearm dealers. Updates and maintains procedures for the inspections, including recommendations for follow-up inspections. When appropriate, provides information and assistance to law enforcement entities, including local law enforcement agencies, Bureau of Firearms Special Agents and ATF regarding firearm dealer inspection findings.
- 15% Conducts statewide training and provides information to licensed firearm dealers on the reporting

and submissions of Dealer's Record of Sale information, record keeping requirements, and security requirements, and the FSC Program requirements with the use of Webinars or on-site.

- 15% Conducts statewide training and provides information to reporting entities regarding firearm reporting requirements with the use of Webinars or on-site.
- 15% Assists with the implementation of newly mandated statewide programs; participates in the design/development/enhancement of new/existing automated systems; and assists with the dissemination of regulations on behalf of the Department. Makes recommendations to the SSM I on the impact of legislation.
- 10% Provides information via telephone and assists with responses to incoming correspondence regarding state firearm and ammunition laws and regulations to reporting entities and members of the public.
- 5% Provides analytical assistance to the Bureau of Firearms staff regarding various programs, plans and schedules inspections, seminars and/or trainings, assists with various automated/manual system development, participates in team trainings. Testifies in court and administrative hearings involving regulatory or criminal issues involving firearm dealers.

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