

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Dangerous Weapons Permits**

JOB TITLE: Field Representative

STATEMENT OF DUTIES: Under the direction of the Special Agent Supervisor (SAS) , the Field Representative (FR) in the Bureau of Firearms (BOF), Dangerous Weapons Permit Section (DWP) independently conducts statewide inspections of Dangerous Weapons License/permit(s) holders to verify compliance with state firearms 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, Dangerous Weapons License/permit(s) holders, and the public regarding firearms laws, regulations and information/issues; provides training to Dangerous Weapons License/permit(s) holders, law enforcement agencies, regarding dangerous weapons reporting requirements, security and safe storage requirements, and state firearms laws and regulations regarding peace officer assault weapon registrations, and carry concealed weapon licenses; assists with the implementation of newly legislated statewide programs by developing Information Bulletins and assisting with promulgating regulations on behalf of the Department; provides information via telephone and answers written correspondence pertaining to firearms laws and regulations; plans, schedules, conducts, and/or attends inspections, training, seminars and conferences; participates in team training as needed. 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.

SUPERVISION RECEIVED: Reports directly to the SAS.

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.

ESSENTIAL FUNCTIONS:

40% Conducts inspections of Dangerous Weapons License/permit(s) holders to verify compliance with state firearms laws and regulations. The inspection includes: 1) scheduling/notifying license/permit(s) holders; 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

Dangerous Weapons License/permit(s) holders. 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 dangerous weapons inspection findings.

- 20% Assists the DWP Associate Governmental Program Analyst with the review of Dangerous Weapons applications for accuracy and completeness; ensures the required documents are received in accordance to firearms laws and regulations; reviews submissions by applicants for Dangerous Weapon license/permit(s), including dangerous weapons inventory, sales, and storage forms; prepares referral packages for Bureau of Firearms Special Agents conducting investigations of Dangerous Weapons applicants; reviews investigation reports prepared by Bureau of Firearms Special Agents to determine additional conditions of the license/permit(s); prepares approval packages intended for Dangerous Weapons license/permit(s) applicants, which includes generating correspondence and issuance of the Dangerous Weapons license/permit(s); reviews Dangerous Weapons license/permit(s) annual renewals to ensure license/permit(s) holder's activities are in compliance with originally stipulated conditions and restrictions; reconciles incomplete or deficient Dangerous Weapons applications by contacting applicants via telephone or written correspondence to reconcile or obtain additional information; and makes recommendations to the SSM I to approve, reject, or deny the issuance or renewal of a dangerous weapons license/permit(s) for non-compliance, lack of activity or inability to demonstrate good cause.
- 15% Conducts statewide training and provides information to Dangerous Weapon license/permit(s) holders on the record keeping requirements and security and safe storage requirements, in addition to law enforcement agencies, regarding peace officer assault weapon registrations and carry concealed weapon license laws with the use of Webinars or on-site training.
- 10% Assists with the implementation of newly mandated statewide programs which includes writing detailed Information Bulletins; 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 firearms 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. Testify in court and administrative hearings involving regulatory or criminal issues involving Dangerous Weapons license/permit holders.

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's Signature Date

Supervisor's Signature Date