

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Armed Prohibited Persons Unit
420-505-4800-901**

JOB TITLE: Supervisor I

STATEMENT OF DUTIES: Under the general direction of the Supervisor (Sup) II, the Sup I is the section manager over analytical, technical, and clerical staff for the Armed and Prohibited Persons Unit (APPU). The APPU Section completes firearms eligibility background checks and notifies interested agencies when an applicant becomes prohibited from owning/possessing firearms and ammunition. The Sup I is responsible for the following:

- Planning, management, and control of the APPU process, which includes both automated and manual processing of prohibited persons; processing individual firearms reports; processing no longer in possession document submissions; development of detailed case files and liaison for bureau enforcement staff concerning armed and prohibited individuals, as well as, state and federal firearms laws; maintains section statistics and workload data; develops special reports regarding armed and prohibited persons.
- Ensuring quality assurance measures are adhered to and conducting quality assurance reviews.
- Direct supervision over Crime Analyst Supervisors (CAS) and their subordinate staff and one Crime Analyst II; duties include training, mentoring, monitoring, and evaluating staff; responding to issues requiring progressive discipline and administering department policy as it relates to FMLA, Injury Illness Prevention, Workplace Harassment/Discrimination and Non-Retaliation.
- Analyzing APPU information technology needs and interfacing functionalities required. This includes analyzing and developing detailed system change requests.
- Advising and making recommendations to upper management on state, federal, and local laws policies and plans which affect DOJ, law enforcement, and the firearms industry.

SUPERVISION RECEIVED: Directly supervised by the Supervisor II.

SUPERVISION EXERCISED: APPU Staff, consisting of CAS, CA II, and CA I positions.

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a computer workstation for up to a minimum of eight hours a day.

TYPICAL WORKING CONDITIONS: Work in an enclosed office in a smoke-free environment. Must work core business hours, Monday – Friday and on occasion, weekends.

ESSENTIAL FUNCTIONS:

- 35% Plans, organizes and directs the activities of the APPU staff, including hiring of personnel, performance evaluations, APPU production statistics, processing procedures, new program/procedure implementation, project management and resource allocations.

- 20% Analyzes information technology needs and develops business requirements related to the APPU enhancements. Facilitates system specification development and/or redesign with the Hawkins Data Center and/or information technology consultants; provides input to and reviews all information technology documents, such as Feasibility Study Reports, Special Project Reports, and Post-Implementation Evaluation Reports; and makes appropriate recommendations to bureau management.

- 20% Provides assistance to staff in resolving the more difficult and complex matters from Bureau enforcement and law enforcement agencies regarding prohibited persons, including, but not limited to, researching prohibition information and firearm records and providing direction on an individual's status in APPU or firearm disposition.

- 15% Advises and makes recommendations to Bureau management on state, federal, and local laws, policies and plans which impact firearms laws/regulations, including legislative proposals and new management priorities. Assists in legislative analysis and the implementation of new legislation. Reviews unit processes and makes recommendations for changes to unit procedures to ensure consistency in the process and increase efficiency. Assists in the preparation of APPU training and presentation content.

- 10% Coordinates with other Bureau section managers to ensure that policies, operating procedures, personnel and labor relation matters are consistently managed throughout the Bureau. Prepares and evaluates desk procedures for various sections in the bureau for consistency and efficiency; and facilitates communications between all levels of supervision within the section and with other supervisory levels within the Bureau. Assists in the development of plans and goals and makes recommendations on administrative matters within the Bureau.

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