

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Firearms Applicant Release Unit
Firearm Reporting Team**

JOB TITLE: Crime Analyst Supervisor

STATEMENT OF DUTIES: Under the direction of the Supervisor (Sup) I, the Crime Analyst Supervisor (CAS) is responsible for the supervision and administration of the Firearm Reporting Team (FRT). The CAS is responsible for ensuring that the operations involving the eligibility process of a person to own or possess a firearm and/or ammunition is completed accurately and in the mandated time frame; closely monitors the workload, estimates, and makes recommendations to management regarding the resources needed to adequately address the constant flow of work; and assists staff in interpreting and administering the myriad of complex state and federal laws that govern an individual's eligibility to own/possess firearms and or ammunition.

SUPERVISION RECEIVED: Directly supervised by the Sup I.

SUPERVISION EXERCISED: Direct supervision of FRT Staff.

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a computer workstation for up to 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 days of Monday through Friday. Based on operation needs, the CAS may be required to work mandatory overtime, including weekends and holidays.

ESSENTIAL FUNCTIONS:

30% Supervises, trains, and directs various clerical, technical, and analytical staff with the FRT to ensure proper workflow. Coordinates staff to identify and resolve errors/problems; inquires, enters, modifies, and cancels information in various automated databases and contacts law enforcement agencies to obtain clarification on incoming transactions. Responds to requests from applicants and criminal justice agencies for information on various firearms and ammunition issues or laws. Also implements team building actions in the units; facilitates communication by participating in section staff meetings and by conducting periodic working meetings with personnel; monitors workflow to ensure production and quality goals are met; coordinates firearms eligibility processing procedures and issues with Bureau of Criminal Information and Analysis and the Hawkins Data Center Supervisors.

- 20% Writes, reviews, and edits procedural manuals and Information Bulletins concerning firearms issues; initiates correspondence to firearms owners, state criminal justice agencies, and federal law enforcement agencies; prepares reports with recommendations regarding information processing, automated systems development, and the use of new technologies to achieve program goals. Assists with development of the unit's annual budget request, and assists with preparation of Feasibility Study Reports and Budget Change Proposal concept papers, as needed.
- 20% Coordinates with the Bureau of Firearms' Legal Counsel to obtain legal opinions/advice and interpretations of state/federal statutes; and facilitates resolution of difficult firearm and ammunition eligibility determinations.
- 10% In the absence of the Law Enforcement Release (LER) Team CAS, supervises, trains, and directs various clerical, technical and analytical staff with the LER Team, to ensure proper workflow.
- 10% Responds to complex problems associated with requests from applicants and criminal justice agencies concerning the status of a transaction.
- 5% Advises the section manager of possible law violations by applicants ; coordinates the flow of information to and from various criminal justice agencies, reporting facilities, and the Federal Bureau of Alcohol, Tobacco, Firearms and Explosives, and the FBI National Instant Criminal Background Check System (NICS) representatives; and makes presentations relating to firearms and ammunition issues to management, law enforcement, and various criminal justice agencies.
- 5% Analyzes legislation; prepares bill analyses, submits proposals for new legislation, and other duties as required; and acts as a lead in the absences of the Sup I.

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