

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Firearms Investigations & Dangerous Weapons
APPS Investigative Team**

JOB TITLE: Crime Analyst I

STATEMENT OF DUTIES: Under the direction of the Special Agent Supervisor (SAS), the Crime Analyst (CA) I, prepares case work-ups by re-verifying/updating subjects identification information and firearms prohibition status; utilizing various existing Department of Justice (DOJ) databases, which assists the Armed Prohibited Persons System (APPS) enforcement agents in preparing and refining critical APPS case information as needed to facilitate overall enforcement activities; conducting criminal history analyses; inquiries into various database systems; requesting and reviewing, analyzing, and evaluating data and/or files; contacting other entities to verify prohibition data, status of the prohibition, and period of time which the person will be prohibited; responding to telephone and written inquiries from law enforcement and armed prohibited persons; conducting research relative to potential armed prohibited criminals to aide APPS case enforcement agents in locating these criminals; and assisting with the preparation of search warrants, reports, etc. The CA I may, on occasion, be required to work mandatory overtime.

SUPERVISION RECEIVED: Directly supervised by the SAS.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a computer workstation for up to 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.

ESSENTIAL FUNCTIONS:

- 40% Prepares case work-ups for agents by accessing various database systems and analyzing and evaluating data; and completes APPS administrative investigations.
- 20% Responds to inquiries and resolves issues regarding enforcement targets; works with criminal justice agencies to refine/clarify information on prohibited persons and associated laws.
- 20% Collects, analyzes, and evaluates prohibition and firearms information by selecting data maintained by the various DOJ databases; prepares monthly reports; and assists in correlating the information with existing data and provides information as investigative leads to the APPS case enforcement agents.
- 15% Contacts out-of-state law enforcement or government agencies to confirm information for felony or certain specified misdemeanor arrest; contacts Department of Mental Health to confirm mental status of armed and prohibited persons; and maintains the law enforcement agency APPS report access privilege table.
- 5% Participates in section staff meetings and/or other working meetings; other duties as required.

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