

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

JOB TITLE: Special Agent

STATEMENT OF DUTIES: Under the general supervision of a Special Agent Supervisor (SAS), the Special Agent (SA) will be responsible for performing enforcement duties related to the Armed Prohibited Persons System (APPS) and gun shows. The SA will have responsibility of investigating, disarming, apprehending, and ensuring the prosecution of persons who are prohibited from owning firearms as a result of their mental health status, felony conviction, specified misdemeanor convictions and/or domestic restraining order, referring cases to and assisting local jurisdictions. The SA will respond to the APPS Program backlog. The SA conducts overt and covert criminal investigations of armed prohibited persons located within the APPS database. The SA gathers evidence, makes arrests, files complaints with prosecutors, writes and serves search warrants, testifies in court, prepares complex and sensitive investigative and background reports, and provides enforcement support to the public and law enforcement. The SA will serve as a subject matter expert to Department of Justice (DOJ) staff, local law enforcement, federal law enforcement and courts in response to inquiries and requests for assistance with administrative and enforcement activities.

SUPERVISION RECEIVED: Directly supervised by the SAS.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: Non-Smoking office in climate controlled building. Frequent field work on investigations and travel associated with operational needs. The SA will be required to work at least 30 hours of overtime a month, including after regular duty hours, and weekends.

ESSENTIAL FUNCTIONS:

- 40% Conduct overt and covert criminal investigations and gathers evidence for court proceedings of armed prohibited persons located within the APPS database. Conduct criminal and civil investigations regarding compliance and violations at gun shows by armed prohibited persons.
- 20% Identify through the APPS Program all armed prohibited persons and jointly work with California law enforcement to disarm, apprehend, and ensure prosecution of them.
- 20% Develop, implement, and conduct presentations and training courses necessary for SA personnel, support staff, and local law enforcement officers in the use of the APPS database, and update presentations and training as new versions of the APPS are implemented.
- 20% Using a personal computer, prepares written and background investigative reports. Respond to CA I's referrals regarding compliance violations discovered through APPS and the Dealer

Record of Sale database. Testify in administrative law proceedings and court proceedings; file complaints for prosecution; write and serves search warrants; make arrests as a result of investigations and serve as a subject matter expert to DOJ staff, local law enforcement, federal law enforcement and courts in response to inquiries and requests for assistance with administrative and enforcement activities.

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