

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS**

JOB TITLE: Program Technician

STATEMENT OF DUTIES: Under the general supervision of the Crime Analyst Supervisor, of the Agency Notification Unit, Employment Subsequent Notification (ESN) Team, the Program Technician initiates database system inquiries; enters, modifies, updates, and verifies information in the database systems; requests and pulls criminal file folders; opens, sorts, scans, and logs mail; sorts and files disposition forms and reports; completes form letters, and provides assistance/support to the Crime Analyst staff.

SUPERVISION RECEIVED: Directly supervised by the Crime Analyst Supervisor.

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 area and smoke-free environment. Must work core business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

ESSENTIAL FUNCTIONS:

- 30% Review and process incoming DOJ certification for basic courses of certified training by POST, superior court reports of firearms prohibitions, peace officer applicants, security guards with firearms applications, new resident reports, and voluntary registrations for completeness, legibility, and accuracy.
- 30% Inquire, modify, update, and verify data from various reports and database systems.
- 15% Identify errors, inconsistencies, and omissions on applications/reports and take independent action to resolve.
- 10% Scan reports for completeness and file and batch forms.
- 10% Complete draft form letters.
- 5% Open and distribute mail and assist in unit mail outs. Provide back up to a Seasonal Clerk.

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