DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Training, Information, and Compliance Section

JOB TITLE: Field Representative

STATEMENT OF DUTIES: Under the direction of the Staff Services Manager (SSM) I, the Field Representative (FR) in the Bureau of Firearms (BOF), Training, Information and Compliance Section (TICS) independently conducts statewide inspections of licensed firearms dealers, ammunition vendors, manufacturers and Dangerous Weapons Permitees to verify compliance with state firearms laws and regulations, including the Firearms Safety Certificate (FSC) Program; communicates with the Bureau of Alcohol, Tobacco and Firearms (ATF) investigators regarding inspection findings or referrals; represents the department to law enforcement agencies, firearms dealers, ammunition vendors, manufacturers and Dangerous Weapons Permittees, and the public regarding firearms laws, regulations and information/issues; provides training to firearms dealers, ammunition vendors, manufacturers and Dangerous Weapons Permittees, law enforcement agencies, mental health facilities, and other reporting entities regarding firearms reporting requirements, firearms database systems, and state firearms laws and regulations; assists with the implementation of legislatively mandated programs by developing Information Bulletins and assisting with promulgating regulations on behalf of the Department; provides information via telephone and answers written correspondence pertaining to firearms laws and regulations; provides analytical assistance to bureau staff regarding but not limited to, the Automated Firearms System, Armed Prohibited Persons System, and firearms laws and regulations; plans, schedules, conducts, and/or attends inspections, training, seminars and conferences; participates in team training as needed. In response to critical workload, the Field Representative may be required to work more than 40 hours a week.

SUPERVISION RECEIVED: Reports directly to the SSM I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Travel frequently throughout California driving an automobile or flying on an airline. Travel may be required for up to one week at a time. Transport equipment and training materials. Lift equipment or boxes weighing up to 20 pounds.

TYPICAL WORKING CONDITIONS: In the field and in a modular cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

40% Conducts inspections of licensed firearms dealers, ammunition vendors, manufacturers and Dangerous Weapons Permitees to verify compliance with state firearms laws and regulations, including the FSC Program and ammunition requirements. The inspection includes: 1) scheduling/notifying dealers; 2) conducting an open conference; 3) records inspection; 4) inventory reconciliation; 5) facility/security inspection 6) interview; and 7) a closing conference.
Prepare highly-detailed, formalized summary reports, which capture the totality of the inspection. These summary reports include pertinent information related to the inspection and may be used in license revocation hearings and/or criminal complaints against some of the most egregious firearms dealers. Updates and maintains procedures for the inspections, including recommendations for follow-up inspections. When appropriate, provides information and assistance to law enforcement entities, including local law enforcement agencies, Bureau of Firearms Special Agents and ATF regarding firearms dealer inspection findings.

30% Conducts statewide training and provides information to licensed firearms dealers on the reporting and submissions of Dealer’s Record of Sale information, record keeping requirements, security requirements, and the FSC Program requirements in addition to to law enforcement agencies, mental health facilities and other reporting entities regarding firearms reporting requirements with the use of Webinars or on-site.

15% Assists with the implementation of newly mandated statewide programs which includes writing detailed Information Bulletins; participates in the design/development/enhancement of new/existing automated systems; and assists with the dissemination of regulations on behalf of the Department. Makes recommendations to the SSM I on the impact of legislation.

10% Provides information via telephone and assists with responses to incoming correspondence regarding state firearms laws and regulations to reporting entities and members of the public.

5% Provides analytical assistance to the Bureau of Firearms staff regarding various programs, plans and schedules inspections, seminars and/or trainings, assists with various automated/manual system development, participates in team trainings. Testify in court and administrative hearings involving regulatory or criminal issues involving firearm dealers, manufacturers, and Dangerous Weapons Permittees and ammunition vendors.

I have read and understand the essential functions and typical demands required of this job and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Function Health Questionnaire, STD 910).

Employee Signature __________ Date __________ Supervisor Signature __________ Date __________