

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Information & Technology Bureau
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	10. Division Criminal Justice Information Center
5. Working Title (What the agency calls the position) Departmental Technician	11. Section Firearms Service Section
6. Name and Position Code Description of Direct Supervisor QUARELLO, CHRISTOPHER; DEPARTMENTAL MANAGER-2	12. Unit Firearms Records
7. Name and Position Code Description of Second Level Supervisor SLATER, JASON R; DEPARTMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / Monday - Friday, 8am-5pm
14. General Summary of Function/Purpose of Position The function of this position is to perform a variety of technician assignments to support the Firearms Records Unit including review and evaluate pistol sales records and licenses to purchase a pistol submitted by Michigan law enforcement agencies to assist in determining if the Michigan Firearms Act (PA 372 of 1927, as amended) requirements have been met, answer inquiries regarding firearms eligibility, license and purchasing procedures, APRS system procedures, and the Michigan Firearms Act, and evaluate and process requests for pistol sales and transfer records. This position also assists with the development of training. This position will perform functions in a bias free manner.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Review and process firearm records submitted by Michigan law enforcement agencies to determine if the Michigan Firearms Act (PA 372 of 1927, as amended) requirements have been met.

Individual tasks related to the duty:

- Assist unit analyst with auditing of license to purchase to ensure the purchaser has completed and cleared the required background check to purchase a pistol, in accordance with MCL 28.422.
- Conduct follow-up interviews with federally licensed firearms dealers and/or law enforcement agencies to determine if additional action is needed.
- Determine and enter necessary modifications and deletions to new and/or existing records within MiPistol as submitted by local agencies to ensure the accuracy and completeness.
- Determine and resolve issues relating to rejected entries to ensure successful submission to MiPistol. If unable to resolve, work with unit analyst and vendor for programming to resolve.
- Provide technical assistance to agencies with consistent inaccuracies in MiPistol.
- Query the Concealed Pistol License (CPL) database to ensure the purchaser is a valid CPL holder, when applicable.
- Review the Bureau of Alcohol, Tobacco, Firearms and Explosives list of all Federal Firearms Licensees (FFL) to ensure the purchaser and/or seller is a valid FFL, when applicable.
- Electronically scan documents or files for retention.
- Generate reports in MiPistol for data quality and resolve errors found. If unable to resolve, work with unit analyst and vendor to seek a solution.

Duty 2

General Summary:

Percentage: 30

Answer inquiries regarding firearms eligibility, license and purchasing procedures, MiPistol application procedures, and the Michigan Firearms Act.

Individual tasks related to the duty:

- Answer inquiries from law enforcement agencies regarding the use of the MiPistol to include individualized training opportunities.
- Answer inquiries from law enforcement agencies regarding Michigan pistol eligibility requirements.
- Answer inquiries from private citizens regarding Michigan pistol purchasing eligibility requirements and whether an application for license to purchase must be obtained prior to purchasing a firearm.
- Answer inquiries from firearms owners regarding the sale and transfer of pistols in Michigan and out of state and advisement of the proper procedures for requesting duplicate firearms records sale and transfer documents.
- Advise federal firearm license (FFL) dealers in the proper procedures of transferring a firearm, in accordance with state and federal law.
- Respond to questions regarding basic firearms laws received from private citizens, FFL dealers, and the law enforcement community.
- Ensure unit operating procedures are accurate and up to date, recommend changes when necessary.

Duty 3

General Summary:

Percentage: 15

Evaluate and process requests for firearm records.

Individual tasks related to the duty:

- Ensure unit operating procedures are accurate and up to date and recommend changes when necessary.
- Review requests for firearms records to ensure the individual is eligible to receive the records.

- Review requests for firearms records submitted through the Michigan State Police (MSP) Freedom of Information (FOI) Unit.
- Using the knowledge of state and federal laws, determine the proper dissemination of firearms records and/or information.
- Prepare written response to requester with documentation enclosed, when applicable.
- Review subpoenas to determine whether documents are being requested and/or a Firearms Records Unit staff person must testify in person. Research and compile the requested documents and, as a FRU records keeper, certify the documents as true and complete. Provide documents to the applicable court representative. Ensure proper procedure is followed in accordance with MSP Official Orders.
- Retrieve documents from manual files and/or electronic storage and submit with written response, when applicable.

Duty 4

General Summary:

Percentage: 5

Miscellaneous duties as assigned by supervisor.

Individual tasks related to the duty:

- Assist in providing phone coverage for the Unit.
- Attend professional development training.
- Attend meetings as required by supervisor.
- Work on special projects as required.
- Prepare training-related materials. Assist unit analyst with the development of training provided to law enforcement agencies on the use of MiPistol.
- Assis in the training of new staff assigned to the unit.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

The work involves handling issues with conflicting information and determining firearm reporting requirements for individuals. Decisions must support federal and state regulations, policies and procedures.

17. Describe the types of decisions that require the supervisor's review.

Immediate supervisor is asked for guidance on policy guidelines and administrative matters. Approval is required for any decisions that have a fiscal impact, the release of data to the public or media, and decisions that have an effect on department policy or procedure.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This position involves primarily sitting and entering data into a personal computer. Some standing and bending may be required for filing source documents. The duties are completed in a standard office environment.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |

N Orally reprimand.

N Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The essential duties of this position are to handle inquiries for information requests; answering calls from various law enforcement agencies, citizens, and federal firearms dealers; ensuring firearms records are accurate and complete and appropriately disseminated.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

This position is no longer responsible for reviewing criminal justice records to determine final eligibility. These duties have been assigned to local law enforcement departments. Training was also removed as an independent duty and will be assisting the analyst instead.

25. What is the function of the work area and how does this position fit into that function?

The Firearms Records Unit is responsible for the management of the database that maintains all Michigan pistol sales/transfer records and the application that processes a license to purchase a pistol. This includes the development and maintenance of the MiPistol application and Guns database. This position will assist with the accuracy and maintenance of all pistol record information, answer inquiries from private citizens, law enforcement agencies, and federal firearms dealers.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

OR

One year of experience performing administrative support activities equivalent to the 8-level in state service.

Departmental Technician E9

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Microsoft business software (e.g., Word, Excel, Access).

Knowledge of firearms licensing, sales, and transfer rules, regulations, policies, procedures and terminology used in the work.

Knowledge of techniques of using reference materials and organizing data for reports.

Ability to perform accurate data entry, data integrity checks, queries, and generating reports.

Ability to research, collect, consolidate, analyze and maintain data.

Knowledge of production scanner operations and image scanning software.

Effective verbal and written communication.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Must successfully pass the LEIN certification test within six months of operating the LEIN terminal.

Selective Position Requirement: The employee occupying this position must have a demonstrated absence of a criminal history record in Michigan or in any other state.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

ALYSSA HANSES

7/25/2024

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date