

## Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

**Position Code:** DPTLTCHV24R

**Civil Service Class and Level:** DEPARTMENTAL TECHNICIAN-E

**Working Title (What the agency calls the position):** Departmental Technician

**Name and Position Code Description of Direct Supervisor:** QUARELLO, CHRISTOPHER E; DEPARTMENTAL MANAGER-3

**Department/Agency:** STATE POLICE

**Bureau (Institution, Board, or Commission):** Information and Technology Bureau

**Division:** Criminal Justice Information Center

**Section:** Firearms Service Section

**Unit:** Firearms Records Unit

**Work Location (City and Address)/Hours of Work:** 7150 Harris Drive, Dimondale, Michigan 48821 / Monday through, Friday, 8 a.m. to 5 p.m.

**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 (FRU) including reviewing and evaluating pistol sales records and licenses to purchase a pistol submitted by Michigan law enforcement agencies to assist in determining if the Michigan Firearms Act (Public Act 372 of 1927, as amended) requirements have been met, answer inquiries regarding firearms eligibility, license and purchasing procedures, the Michigan Pistol Sales Transfer or Licensing (MiPistol) system procedures, and the Michigan Firearms Act and evaluating and processing 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.

**Assigned duties and tasks for each duty.**

**Duty 1:** Review and process firearm records submitted by Michigan law enforcement agencies to determine if the Michigan Firearms Act (Public Act 372 of 1927, as amended) requirements have been met.

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

- Answer inquiries from law enforcement agencies regarding the use of MiPistol to include providing individualized training.
- Answer inquiries from law enforcement agencies regarding Michigan pistol eligibility requirements.
- Answer inquiries from private citizens regarding Michigan pistol eligibility requirements and whether an application for a 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 sales and transfer documents.
- Advise 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, and recommend changes when necessary.

**Duty 3:** Evaluate and process requests for firearms records.

- 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 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 FRU 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:** Miscellaneous duties as assigned by supervisor.

- Assist in providing phone coverage for the unit.
- Attend professional development trainings.
- 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.
- Assist in the training of new staff assigned to the unit.

**Types of decisions made independently and whom or what those decisions affect:** 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.

**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.

**Physical effort used to perform this job and environmental conditions of this position:** 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.

**Names and classes and levels of employees whom this position immediately supervises:**

**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.

**The function of the position's work area and how it fits into that function:** The FRU 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.

**Minimum education, experience, and credentials typically needed to perform the position's essential functions:**

**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 Law Enforcement Information Network (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.