

Position Summary

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

Position Code: DPTLTCHEV69R

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: LEE, DAVID A; DEPARTMENTAL MANAGER-3

Department/Agency: STATE POLICE

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

Division: Criminal Justice Information Center

Section: Law Enforcement Information Network (LEIN) and CJIS Compliance Section

Unit: LEIN Field Services Unit

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

General Summary of Function/Purpose of Position: The departmental technician's position's primary function is to ensure the proper reporting of persons prohibited from possessing firearms for mental health reasons to the National Instant Criminal Background Check System (NICS) Indices. This position will review all mental health orders submitted by Michigan courts, utilize the Law Enforcement Information Network (LEIN) system to enter, modify, and/or cancel the orders, and determine if a NICS Indices submission is appropriate, and ensure a successful submission to the NICS Indices. This position must function in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1: Ensure all court orders received are processed as required by Michigan Compiled Law (MCL) 330.1464a and MCL 700.5107.

- Review all mental health orders submitted by a Michigan court to determine if all required information for an entry into the LEIN are included.
- Ensure involuntary hospitalization/alternative treatment orders, and legal incapacitation orders are valid by ensuring the order is signed by the judge.
- Utilize the LEIN system to enter, modify, and/or cancel the mental health order following all LEIN procedures/policies upon receipt of a valid court order.
- Research information from other criminal justice information systems to locate additional identifying information.
- Ensure the mental health order entry contains all available identifying information.
- Propose and draft revisions to operational procedures.
- Interpret legislative proposals and their ramifications to inform, update, or advise internal and external personnel.

Duty 2: Review all mental health orders submitted by Michigan courts and evaluate to determine if a submission to the NICS Indices is appropriate.

- Review and evaluate all mental health orders submitted by a Michigan court to determine if a submission to the NICS Indices is appropriate.
- Research legal incapacitation cases to determine if the individual is incapacitated due to a mental defect or medical defect.
- Obtain all information needed to ensure legal incapacitation cases meets the Federal Bureau of Investigation (FBI) requirements for a NICS Indices submission.
- Contact courts for additional information needed to make a NICS Indices determination.
- Propose and draft revisions to operational procedures.
- Interpret federal requirement changes and their ramifications to inform, update, or advise internal and external personnel.

Duty 3: Perform quality assurance to ensure the proper LEIN entry and NICS Indices submissions are accurate and complete.

- Ensure manual and automated entries, modifications, and cancellations were successfully submitted and accepted into the NICS Indices.
- Query the NICS Indices via LEIN to ensure the data submitted is accurate and complete.
- Communicate with the FBI NICS Unit to resolve/troubleshoot any issues relating to submission.
- Analyze the quarterly FBI NICS Report and compare to mental health records entered to resolve any conflicts and/or discrepancies.
- Communicate with courts and State Court Administrative Office to ensure proper and timely delivery of court orders, and resolve/troubleshoot data quality issues.

Duty 4: Perform related work as assigned.

- Attend meetings.
- Attend training.
- Attend LEIN operator training once each year.
- Create/prepare reports as required.
- Compile, review, and monitor statistics relating to the entry and submission of mental health orders.
- Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: This position reviews mental health records and makes decisions as to whether an individual meets the requirements to be added to the NICS Indices. This submission will be used to automatically deny an individual from purchasing and/or possessing a firearm, and/or obtaining/renewing a Concealed Pistol License. These decisions affect the citizens of the state of Michigan.

Types of decisions that require the supervisor's review: Supervisor reviews decisions that may impact another department or deviate from established unit/section policies/procedures. Consult with supervisor regarding resources that are outside of the unit/section or those that may require legal assistance and/or result in legal action.

Physical effort used to perform this job and environmental conditions of this position: This is an office job consisting of sitting, standing, computer work, communicating with persons on the telephone, in person and over e-mail, and attending meetings. Some travel may be required for meetings.

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

The essential functions of this position: The LEIN Field Services Unit is responsible for the management of the LEIN System. This position will ensure mental health order records are entered into LEIN and the NICS Indices to provide information on individuals who are disqualified from purchasing or possessing a firearm to agencies responsible for conducting the background check at the time of purchase/issuance.

The function of the position's work area and how it fits into that function: The Firearms Records Unit is responsible for the management of Michigan's Pistol Registration program to include development and maintenance of the Automated Pistol Registration System (APRS) and Guns database as it relates to the reporting of firearms sales/transfers and the issuance of licenses used to purchase pistols. This position will provide information on individuals who are disqualified from purchasing or possessing a firearm to agencies responsible for conducting the background check at time of purchase/issuance.

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:

Excellent organization skills and ability to prioritize work. Ability to initiate action, follow through with results, and determine appropriate solutions. Knowledge of the LEIN and firearms disqualifiers are helpful.

CERTIFICATES, LICENSES, REGISTRATIONS:

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