



**Charles County Sheriff's Office
Job Description**

Approved:

Date:

Job Title: Part-Time Firearms Tracking Specialist
Section: Property Management Section
Division: Special Services Division
Bureau: Administration
Reports To: Commander, Property Management Section
FLSA Status: Non-Exempt
Prepared By: A. Miner
Prepared Date: January 2021
Salary Level: Grade I
Scale: 7

SUMMARY:

This part-time position involves work relative to the receipt, accounting, and/or disbursement of firearms acquired by the Charles County Sheriff's Office as a result of law enforcement activities, inquiring and entering data into the various computer systems, updating and maintaining files and records, and providing public awareness regarding gun ownership. Work is routine and regulated, providing little opportunity for the use of independent judgement. The employee receives supervision from, and reports directly to, the Commander, Property Management Section, Special Services Division. Work is evaluated through observations, conferences, and reports.

ESSENTIAL DUTIES:

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned location. Duties and responsibilities may be added, deleted, or changed at any time at the direction of management, formally or informally, verbally or in writing.

Enter and track the disposition of firearms into the Barcoded Evidence Analysis, Statistics, and Tracking (BEAST) and Keystone Client software.

Must be able to drive an Agency vehicle safely.

Must be able to safely climb and descend stairs.

Identify the make, model, and serial number of all recovered firearms, verify, trace, and track all recovered firearms.

Conduct background investigation of reported gun owner of firearms seized by utilizing a variety of federal, state, and local databases and determine their eligibility for return of the firearm.

Inquire and retrieve information from Alcohol, Tobacco, and Firearms (ATF) Trace Reports.

Provide a complete annual inventory of all firearms in custody. Dispose of firearms no longer needed as evidence and ensure firearms are not held beyond the time required by law.

Coordinate inquiries and release of firearms with the General Counsel, the Register of Wills, and the State's Attorney's Office of Charles County.

Attend seminars and read materials to remain informed of firearm ownership and possession regulations.

Enter relevant data into computer system, type and distribute various correspondence, reports, letters, memos, etc.

Receive phone calls, and inquiries regarding firearm ownership

Attend and participate in meetings and training sessions, as required.

Perform other related duties, as assigned.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS:

Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.

Ability to be certified under the Criminal Justice Information System (CJIS) Certification Program for access into the State and federal computer networks.

Read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.

Possess thorough knowledge of business English, spelling, and punctuation.

Ability to handle fragile evidence and to safely lift and carry at least 40 lbs a short distance up or down stairs without assistance.

Communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone.

Ability to write, compose, and develop documents, manuals, and other literature.

Must pass the Data Entry and the 10 Key Test.

Ability to enter and retrieve data from the various computer systems.

Apply knowledge, experience, and reason to arrive at effective decisions for routine situations.

Knowledge in the use of office equipment such as a typewriter, calculator, computer, fax, and copy machines.

Ability to utilize a high level of discretion, good judgement, and confidentiality.

Ability to maintain a high level of accuracy in assigned tasks.

Ability to organize and determine priorities of diverse assignments.

Ability to assimilate information from a variety of resources. Analyze, evaluate, and select, often with limited information, the best course of action.

Ability to read and comprehend various documents.

Ability to maintain composure and work effectively in situations of on the job pressure.

Ability to practice safe handling of firearms and ammunition.

Possess a valid driver's license.

Ability to pass a comprehensive background investigation.

Ability to pass random drug screening.

EDUCATION and/or EXPERIENCE:

Graduation from a recognized high school or possession of a General Education Development (GED) certificate recognized by the Maryland State Board of Education.

Inventory control and management experience/training preferred, or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Security working in an environment where firearms are present.

GENERAL CHARACTER REQUIREMENTS:

It is a business necessity that the employee, as a member of the Charles County Sheriff's Office, possess a history and exhibit the characteristics of honesty, reliability, integrity, and interpersonal skills.

Any criminal conviction/arrest may be grounds for disqualification.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some work is performed in an office setting with frequent interruptions.

Perform some manual labor in dirty and uncomfortable situations in all types of weather conditions.

Establish and maintain effective working relationships with coworkers and supervisors.

Appropriately accept supervision, criticism, and evaluation.

Exhibit and maintain professional decorum at all times.

Exhibit sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.

Deal tactfully, effectively, and equitably with people, both within and outside the Agency.

Sit for prolonged periods of time, answering the telephone, and operating computer equipment.

Read computer screens and be able to distinguish colors.

Climb a step stool or stoop down to reach file drawers just above or below arm level.

Manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

Must perform work in accordance with sound safety practices.

Must report for duty in a regular and punctual manner.

Must work overtime when deemed necessary by the Agency.

May be required to work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays.

Comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

01/2021