

PISTOL PERMIT EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for duties related to the issuance of pistol permits and the investigation of applicants in the Ulster County Sheriff's Department. The work is carried out in accordance with Federal and State regulations, rules, and established procedures; and involves processing applications, performing investigations, finger printing and maintaining a variety of records. The incumbent utilizes the New York Statewide Police Information Network (NYSPIN) to conduct investigations. Work is performed under the general supervision of a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Manages and maintains all pistol licensure records for Ulster County, utilizing the New York Statewide Police Information Network (NYSPIN);

Provides application forms for pistol, gunsmith and dealer in fire arms permits to the public, and answers questions concerning their completion;

Receives and processes completed applications in accordance with applicable law and regulation;

Collects fees for all services provided;

Conducts background investigations of applicants for permits and of applicants for employment in accordance with Sheriff's Department policy and State Penal Law Section 400;

Takes fingerprints of applicants and as a service to other agencies and forwards fingerprint cards to State and Federal agencies in order to investigate criminal histories;

Responsible for carrying out New York State and Sheriff's Office policies and procedures for arrested licenses, license suspensions, revocations, court orders and handgun surrenders;

Accepts firearm surrenders from the public and maintains handgun inventory for the Ulster County Sheriff's Department;

Operates NYSPIN system in connection with background checks and inquiries;

Serves as receptionist for the Pistol Permit function of the Ulster County Sheriff's Department, providing the public with information regarding the licensure, surrender and control of firearms;

Compiles data, in collaboration with the Ulster County Sheriff, for all statistical reports as required by Federal and State rules, regulation or statute;

Maintains and updates a variety of records and prepares routine reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the principles and practices of investigative techniques; working knowledge of fingerprinting techniques; working knowledge of office terminology and procedures; ability to understand carry out oral and written directions; ability to write legibly and keep accurate records; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid, or its' part-time equivalent, work experience; OR
- B. Two (2) years of full-time paid, or its' part-time equivalent, work experience.

ULSTER COUNTY
4811 PSTL PT EX
Classification: Competitive
Union: UCSEA

Adopted: March 2, 2005