

Class Concept

Employees in this classification are responsible for the inspection and maintenance of all State Bureau of Investigation issued firearms, including special response firearms. Employees in this class spend most of the time in disassembling, inspecting, repairing, and maintaining firearms issued by the Bureau. A database is maintained, and reports are generated annually about the inspection and maintenance of all weapons. Employee maintains an inventory of weapons, parts, and related cleaning items. Time is spent in ordering, maintaining, and distributing an inventory of ammunition, firearms, training supplies and equipment used by the SBI.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge in repair, inspection and maintenance of small arms, rifles, shotguns, and automatic weaponry.
- Thorough knowledge of small arms range operations and equipment.
- Thorough knowledge of the occupational hazards and safety precautions required of the work.
- Thorough knowledge of the warehousing methods and procedures used in the receipt, storage, handling and control of weapons, ammunition, and supplies.
- Ability to utilize hand tools in detailed disassembly, repair, assembly, and function testing of weaponry.
- Ability to fire revolvers, semi-automatic pistols, sub-machine guns, rifles, and shotguns.
- Ability to learn the operation and maintenance of the computer operated range, range ventilation system and traps.
- Ability to interpret an extensive variety of technical instructions and diagrams.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work independently in the absence of supervision and perform basic maintenance of weapons at a remote site, such as a qualification range.
- Ability to react quickly and calmly in emergencies.
- Ability to use a personal computer/laptop utilizing database management, word processing and email.

Minimum Education and Experience

Associate degree in Gunsmithing from an appropriately accredited institution and one year of experience in the use and maintenance of firearms, in the use of firearms safety procedures and experience in dealing with a variety of ammunition types and manufactures; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.