

ARMORER

CLASS CONCEPT

This is work in the State Bureau of Investigation, SBI, with responsibility for inspection and maintenance of all Bureau 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.

This position reports to the Forensic Firearms Analysis Supervisor.

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 Training and Experience Requirements

An associate degree from an accredited college or school in Gunsmithing 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 training and experience.

All degrees must be received from appropriately accredited institutions.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.