

PISTOL PERMIT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position is located in the County Court and involves the processing of applications for pistol and revolver permits. The incumbent reviews applications for permits by private citizens to carry and possess pistols and keeps related records. The work is performed under general supervision of the County Judge, but work primarily requires sound independent judgment. Supervision is exercised over the work of subordinate clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Interviews applicants for pistol and revolver permits to determine reasons for requests, fingerprints applicants, issues permits to qualified applicants and collects fees;
Maintains contacts with defense plants, detective agencies, gunsmiths, dealers, pistol clubs and other groups where pistols are used to obtain pertinent information;
Prepares files for issuing officer to review and approve/disapprove conducts confidential investigations into background of applicants, when necessary, and carefully examines all information that requires special examination by issuing officer;
Amends licenses, files with County Clerk and New York State Police entering information into computer;
Maintains complex monthly reports and records and coordinates reports with other units and agencies;
Prepares and types correspondence, and reports, makes appointments, sets up calendar dates, receives phone calls and other routine office tasks;
Supervises subordinate staff, directing the day-to-day clerical activities; setting priorities and reviewing completed work;
Takes photographs of applicants, makes teletype requests to police agencies for gun checks when needed;
Testifies in court cases, when summoned; prepares hearing information for Judge;
Advises interested parties as to provisions of State Law regarding pistol issuance procedures;
Confers with County Judge on matters involving permit issuances and revocations;
When necessary submits applications to Department of Correction for review.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of law and regulations governing issuance of pistol permits; good knowledge of business arithmetic and English; good knowledge of techniques of investigating applicants for pistol permits; ability to get along well with others; ability to understand and follow detailed oral and written instructions; tact and courtesy; industry and dependability.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in secretarial science, word processing, office technologies, office management, or a closely clerical related field **AND** three (3) years of clerical experience; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of clerical experience; **OR**
- C. An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.