

DEPARTMENT: COUNTY CLERK
CLASSIFICATION: COMPETITIVE
APPROVED: SEPTEMBER 9, 2002

PISTOL PERMIT EXAMINER/COURT LIAISON

DISTINGUISHING FEATURES OF THE CLASS: This position is unique to Niagara County and was created to provide consistency in the process of issuing and monitoring pistol permits. The incumbent is assigned to the Niagara County Clerk's Office for administrative purposes only, but works directly for the issuing authority (County Court Judge and his designated hearing officer). This position involves specialized work in the Pistol Permit Office that requires the incumbent to maintain a high degree of confidentiality with regard to accessible records. It is also essential that the County Court Judge maintains a confidential relationship with the incumbent and is able to depend upon the incumbent's judgment. The incumbent prepares files for administrative due process hearings that will determine an applicant's or permit holder's eligibility to possess a pistol permit. Under the general direction of the issuing authority and his designated hearing officer, the incumbent exercises considerable judgment in gathering information for pistol permit hearings. The individual must maintain professional and cooperative relations with all such law enforcement officers and governmental agencies as well as the myriad collection of local sportsmen clubs and gun dealers. This position is distinguished by the critical importance of minimizing errors and the adverse consequences to public safety if there is a lapse in judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Acts as liaison officer between the issuing officer (County Court Judge) , Pistol Permit Office, State, Federal and Municipal police agencies, sportsmen clubs and gun dealers under Section 400 of the Penal Law;
2. Procures arrest reports and court dispositions on pistol permit holders and applicants even if the records are sealed;
3. Receives copies of every domestic incident taken in the County and crosschecks the pistol permit database to determine whether the offender has a pistol permit. If a pistol permit is found, a suspension order is prepared for the issuing authority;
4. Obtains confidential medical, psychiatric and counseling records on pistol permit holders or applicants for the issuing authority's review. Confidentiality is essential as these records are only reviewed by the investigator and the issuing authority or his representative;
5. Reviews all pistol permit applications and makes recommendation to the issuing officer for approval or disapproval for pistol permit in accordance with Section 400 of the Penal Law;
6. Secures weapons and maintains an inventory of pistol permit holders who have had their pistol permit privileges suspended or revoked by the issuing officer;
7. Presents the results of investigations to the issuing officer and prepares to testify at due process hearings;
8. Acts as liaison between the pistol permit applicant or pistol permit holder in setting up pistol permit administrative due process hearings with the issuing officer or his representative;
9. Conveys confidential results of the due process hearing to the applicant or pistol permit holder. Where a permit is revoked, assists the permit holder in properly disposing of handguns being held by the Pistol Permit Office;
10. Collaborates with all branches of the military, police agencies, sportsmen clubs, and gun dealers;
11. Conducts routine "Level 1" hearings, and reports and recommends results to the Designated Hearing Officer;
12. Makes recommendations to the Designated Hearing Officer, on all pistol permit hearings and procedural matters;
13. Attends all pistol permit hearings and documents all hearing results in the pistol permit file;
14. Prepares drafts of disposition orders for review by the Designated Hearing Officer;
15. Contacts administrators of wills of deceased pistol permit holders to obtain the whereabouts of handguns that are registered to the deceased pistol permit holder;
16. Obtains traces and history of handguns brought into the state by pistol permit holders who obtained the handgun out-of-state and then prepares an order of non-destruction for the Court to sign was all checks are cleared;
17. Requests the surrender of pistols and pistol permits and takes necessary action to secure pistols and permits when the permit holder is involved in activity that requires an Order of Protection in a domestic violence matter;
18. May be required to go into the field to secure pistol and pistol permit.

CONTINUED

PISTOL PERMIT EXAMINER/COURT LIAISON CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of laws governing arrests, Domestic Violence laws, Section 400 and Article 265 of the Penal Law; good knowledge of techniques and procedures employed in gathering pertinent and confidential information related to an applicant's or permit holder's eligibility for a pistol permit; good knowledge of the local geography; skill in the use of computers; ability to collaborate with military, police agencies, sportsmen clubs, and gun dealers in order to obtain pertinent information relevant to determining an applicant's or permit holder's eligibility for a pistol permit; ability to deal firmly yet courteously with the public; ability to follow and communicate written and verbal directions; ability to gather, assemble, analyze and evaluate facts and evidence in order to draw logical conclusions and make recommendations regarding eligibility to possess a pistol permit; ability to establish and maintain a professional relationship and cooperative relations with local, state and federal law enforcement; ability to maintain confidentiality; ability to maintain records and a computerized database; good power of observation; sound judgment; tact; integrity; initiative and resourcefulness; honesty; familiarity with handguns; physical condition commensurate with the demands of this position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; **and**

Graduation from a regionally accredited or New York State registered approved college or university with an Associates Degree in Criminal Justice or related field **or** graduation from a police academy **and** five (5) years of experience in the military **and** five (5) years of experience in law enforcement.

SPECIAL REQUIREMENTS:

1. Candidates must possess driver's license issued by the New York State Department of Motor Vehicles.
2. Eligible for Pistol Permit at time of application.
3. Must obtain Special Deputy status with the Niagara County Sheriff's Department and obtain a special security clearance from the Court within six (6) months of appointment.

NOTE:

Conviction of a felony will bar and conviction of a misdemeanor or other offense may bar candidates from appointment.

Per NYS Commission March 24, 2003 meeting the position is competitive.