

PISTOL PERMIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves the processing of pistol permit applications as well as maintaining detailed records of permit applications and fees. The work is performed under direct supervision. A Pistol Permit Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews incoming pistol permit applications to ensure accuracy and completeness of information;
- Assists the public in the acquisition and proper disposition of firearms;
- Prepares and examines information for processing pistol permit applications;
- Conducts background checks and inquiries as required;
- Receives and reviews recent arrest reports and forwards to investigator;
- Schedules interviews and prepares investigation reports;
- Receives and issues receipts of payments for permits, makes bank deposits, and keeps ledgers and detailed records of accounts;
- Prepares a variety of records and reports related to the work;
- Fingerprints applicants in processing pistol permit applications by electronic or ink method;
- May perform routine clerical office work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to get along well with others; ability to operate an alphanumeric keyboard ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases; clerical aptitude; tact and courtesy; physical condition sufficient to perform the essential functions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of clerical office experience.

SPECIAL QUALIFICATIONS: Must possess a driver's license valid for operating a vehicle in NYS and maintain such license throughout employment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/21/2013