

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FIREARMS ELIGIBILITY ANALYST I

POSITION CODE: 15371
Effective: 01-01-14

DISTINGUISHING FEATURES OF WORK:

Under general supervision, reviews, analyzes and interprets criminal history entries (referred to as criminal history "hits") received from federal, state, and in-house databases to assess an applicant's Firearms Owners Identification (FOID) card and/or concealed carry permit eligibility; researches and interprets federal, out-of-state, and State of Illinois statutes and applies statutes in determining if criminal history hits meet firearms prohibiting criteria. Contacts external entities (e.g., police departments, courts, governmental agencies) to research open arrests and dispositions, probations, and conditional discharges. Independently makes decisions to approve, deny or revoke FOID cards and/or concealed carry permits in compliance with federal and state laws. Reviews mental health history "entries" (referred to as mental health history "hits") from the Illinois Department of Human Services (DHS) FOID reporting system and determines if mental health history hits meet federal, out-of-state, or State of Illinois firearms mental health prohibiting criteria. Documents case decisions and findings regarding firearms privileges. Responds to federal and/or other state's background information inquires, and to general FOID card and concealed carry permit eligibility inquires. Provides guidance and assistance to Firearms Eligibility Analyst Trainees and other less experienced staff in the processing of FOID card applications and/or concealed carry permits.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews, analyzes and interprets criminal history hits received from federal, state, and in-house databases to assess an applicant's FOID card and/or concealed carry permit eligibility; uses the Internet to research definitions of criminal justice terminology and federal, State of Illinois, and other states' criminal charges and laws related to firearms eligibility; researches and interprets comprehensive federal and states' statutes distinguishing between state and federal misdemeanor and felony charges, and the classification of such charges for each criminal history entry, where the charge or classification may differ depending on the federal or state statute; uses the Internet to obtain information on alien status from Immigration and Customs Enforcement (ICE), and to research international arrests via Interpol; determines if criminal history hits meet federal, out-of-state, or State of Illinois firearms prohibiting criteria.
2. Contacts external entities such as state and local police agencies, the Federal Bureau of Investigation (FBI) National Instant Criminal Background Check System (NICS) State Support Team, and circuit court clerks to research open arrests and dispositions, probations, and conditional discharges; uses the Internet to locate contact information and to find and access on-line court systems to obtain criminal history and court disposition information; reviews court dispositions, police reports, and other criminal history documents, having differing formats and applicable laws, for federal, out-of-state, or State of Illinois firearm prohibiting factors. Uses the Internet to research federal firearm prohibitors through a variety of FBI/NICS websites, including the Law Enforcement Online (LEO) system.

FIREARMS ELIGIBILITY ANALYST I (continued)

3. Based on comprehensive research, independently makes decisions to approve, deny or revoke FOID cards and/or concealed carry permits considering federal, out-of-state, and State of Illinois convictions or arrests in compliance with the Illinois Firearm Owners Identification Card Act, 18 U.S.C. 922 (g) (Federal Firearm Possession Prohibition) and Firearm Concealed Carry Act. Clears criminal history hits and issues FOID card and/or concealed carry permit. Determines appropriate denial or revocation form letter to be used to notify the FOID card and/or concealed carry permit applicant; modifies form letter including federal, out-of-state, or State of Illinois firearm prohibiter(s) and/or statute authority used to deny or revoke the FOID card and/or concealed carry permit.
4. Reviews mental health history hits from the Illinois DHS FOID reporting system; performs a comparative analysis to determine if the individual identified in the hit matches the FOID record; reviews mental health records and interprets DHS codes and mental health terminology; contacts DHS staff to obtain information regarding incomplete or inconsistent mental health records; determines if mental health history hits meet federal, out-of-state or State of Illinois firearms mental health prohibiting criteria.
5. Enters information into a computerized case management system, documenting case decisions and findings regarding firearms privileges, and FOID card and/or concealed carry permit denials; cites federal or state firearm prohibiter(s) and/or statute authority used to deny or revoke the FOID card and/or concealed carry permit. Updates computer system to report applicants that were denied with a state or federal firearms prohibiter to the FBI NICS.
6. As directed, makes telephone calls in response to documents received regarding FOID and/or concealed carry permit eligibility; responds to federal, other states', and/or local governments' background information inquiries; responds to other inquires as related to criminal history background checks or firearms eligibility.
7. Provides guidance and assistance to Firearms Eligibility Analyst Trainees and other less experienced staff in the processing of firearms applications and/or concealed carry permits.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires successful completion of the Firearms Eligibility Analyst Trainee Program, or another approved Illinois State Police training program.

Requires current Law Enforcement Agencies Data System (LEADS) Less Than Full Access Certification and the ability to maintain the prescribed LEADS certification.

FIREARMS ELIGIBILITY ANALYST I (continued)

Knowledges, Skills and Abilities

Requires working knowledge of federal, out-of-state, and State of Illinois statutes in regard to FOID card and concealed carry permit eligibility.

Requires working knowledge of federal, State of Illinois and local criminal laws as they relate to the FOID card and concealed carry permit processes.

Requires working knowledge of complex databases used in researching criminal histories.

Requires ability to utilize the Internet in researching criminal and mental health histories.

Requires ability to interpret, analyze, explain, and apply statutory requirements, rules, regulations and procedures in regard to FOID card and concealed carry permit eligibility.

Requires ability to analyze and compare information, draw conclusions, exercise discretion and judgment as related to approving, denying or revoking FOID cards and concealed carry permits.

Requires ability to communicate clearly and concisely, both orally and in writing, in order to explain FOID application and concealed carry permit processes and procedures.

Requires ability to establish and maintain cooperative working relationships with co-workers, and law enforcement and legal personnel at the federal and state level.

Requires exceptional interpersonal skills when dealing with the public, and federal and state entities regarding FOID card and concealed carry permit eligibility issues.