



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE: JANUARY 27, 2012**                      **CLOSING DATE: FEBRUARY 10, 2012**  
**TITLE: FIREARMS PERMIT CLERK**                      **GRADE: 111AC**  
**DEPARTMENT: SHERIFFS' OFFICE**                      **BARGAINING UNIT: A.F.S.C.M.E.**  
**ENTRY RATE: 10.36/HR 20202/ YR**                      **HOURS PER WEEK: 37.5**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountygov.org](http://www.eriecountygov.org) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

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**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

High school graduate or GED plus at least 1 year experience in the Sheriff's Office. The ability to type 40 wpm.

**KNOWLEDGE, SKILLS, & ABILITIES:**

Knowledge of all laws governing firearms and the transfer of firearms. Knowledge of chain-of-custody regarding all property held by the Sheriff's Office. Ability to use computers and maintain a database. Accuracy, neatness of work, integrity and accurate record keeping are essential.

**DEFINITION OF CLASS:**

Under supervision, accepts and processes all gun permit applications and maintains the property room, does related work as required.

**DUTIES & RESPONSIBILITIES:**

Performs clerical work handling gun permits; reviews and verifies information on permit applications including authorization of the permit through the State PICS system.

Responsibility would include the revocation of permits and to assist applicants with challenges on state denial of gun permit. Duties may also include: record checks for other agencies and maintaining an updated understanding of all mandates and licenses for Federal Firearms Dealers and Precious Metal Dealers.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

