JUDICIARY OF GUAM
JOB STANDARD

POSITION TITLE: **JUDICIAL ARMORER**
POSITION STATUS: (X) CLASSIFIED ( ) UNCLASSIFIED ( ) P/T (X) F/T
FLSA CATEGORY : NON-EXEMPT EEO CATEGORY: SKILLED CRAFT
HAY POINTS: (KH) D II 2 = 200 (PS) C 3 (29) = 57 (AC) C 2 S = 66
TOTAL POINTS: 323 PAY GRADE: L
DATE ESTABLISHED: November, 2007 PREPARED BY: Human Resources Staff
CONCURRED: _____ APPROVED: _____
ACTING HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:
Under the general supervision of the Marshal of the Courts, this position performs skilled work involving the operation of the Judiciary armory.

An employee in this class is responsible for the general maintenance and repair of weapons, including revolvers, semi-automatic pistols, rifles and shotguns.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all which may be performed.)

Maintains inventory control, work orders, purchase orders, equipment maintenance forms, maintenance and shop logs, and all other reports related to weapons repair activities.

Receives, logs, inspects and maintains for safekeeping, inventory of court-seized firearms in accordance with court orders and procedures; may testify in a case hearing in regards to the court-seized firearms under custody.

Ensures all requisitions comply with procurement procedures.

Repairs, maintains and inspects weapons and ammunition for the Judiciary to ensure weapons are in safe operating condition.

Evaluates and tests weapons and related ordinances to ensure compliance and disposes of unstable ammunition in accordance with established guidelines and procedures.

Conducts classes on maintenance, care and cleaning of weapons.

Provides indirect supervision regarding safety issues to Marshals and Probation Officers, and any other trainee, at all ranks.

Operates machinery to repair weapons such as grinders and polishers.

ARMORER
PAY GRADE: L

Assists in planning and operating the fire range facility for training.

Assists in preparing the annual budget requisition of supplies and equipment.

Maintains accurate records and prepares detailed reports.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:
Knowledge of tools, methods, equipment, and materials used in the maintenance and repair of weapons.

Knowledge of weapons and ammunition used by the Judiciary.

Knowledge of purchasing policies and procedures.

Skilled in the maintenance and repair of weapons.

Ability to read weapon assembly parts and specifications.

Ability to take appropriate safety precautions and follow departmental safety rules and policies.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees.

Ability to perform a physical count of inventory, maintain records and prepare technical reports.

MINIMUM EXPERIENCE AND TRAINING:
(A) Graduation from high school or attainment of a general equivalency diploma (G.E.D.) and three (3) years of experience in Firearms Maintenance & Repair.

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:
(1) Valid Armorer certification in GLOCK and H&K pistols, Remington Shotguns, and COLT rifles.

(2) Possession of a valid firearm's permit.