HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Small Arms Armorer/Training Specialist

Job Code: W2792
Pay Grade: WO
Pay Scale: $31.57-$59.01 Hourly; $65,665.60-$122,740.80 Annually
Exempt: No

OVERVIEW

Perform small arms and ammunition inventory control and maintenance and corresponding training management duties.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Research, assess, develop, implement, evaluate, revise, and provide instructional curricula and/or programs for sworn and civilian personnel to maximize student acquisition and retention of knowledge, skills, abilities, and perspectives.
- Maintain small arms weapons, ammunition, and firearms related equipment accountability as determined by the division commander.
- Repair/maintain weapons and issue ammunition.
- Requisition weapons and ammunition and related supplies and equipment.
- Conduct weapons training.
- Be responsible for firing range security and safety.
- Schedule and monitor the use of firing range facilities and equipment.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of small arms operation, repair, and maintenance.
- Considerable knowledge of small arms training methods and techniques.
- Considerable knowledge of small arms range operations and equipment.
- Considerable knowledge of small arms range security and safety procedures.
- Considerable knowledge of ammunition nomenclature.
- Ability to work effectively with others.
- Ability to follow established procedures.
- Ability to prepare and maintain records and reports.

SKILLS

- Ammunition Management
- Firearms Handling
- Small Arms Weapons
- Weapons Handling Procedures
- Weapons Safety

WORKING CONDITIONS

- Work within an office, classroom, or firing range environment within a law enforcement agency.

- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Exposure to firearms, ammunition, and loud noise.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 50 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate
- Two years of experience as an armorer, gunsmith, or firing range official or small arms instructor.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.