

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Firearms Facility Range Officer
Department of Recreation and Parks

An Equal Opportunity Employer

Firearms Facility Range Officer – Department of Recreation and Parks

\$13,458 annually (\$12.94 hourly) 20 hours per week, contractual position

Hours are typically Wednesday through Sunday from 9:30 am – 5:00 pm

Hours may vary and/or include holidays

Apply by 5:00 pm on Friday, June 3, 2022

The Department of Recreation and Parks is currently searching for a vigilant individual with experience in operating and managing a firearms facility to join our team at Hap Baker.

As a Range Officer, you will be responsible for: monitoring the facility to make sure all is in order; assisting in checking in patrons; moving between rifle range and pistol range to ensure individuals are following the rules; and preparing the daily cash intake summary.

The ideal candidate for this opportunity will have strong customer service skills, be detail oriented and have experience in safe firearms instruction and safety.

See next page for full job description

Qualifications:

1. Must be 21 years of age or older
2. High school diploma or general education diploma (GED)
3. Training/experience/coursework or any combination thereof in firearms instruction and safety
4. Experience in dealing with the public; experience in operating and managing a firearms facility*
5. Valid driver's license
6. First aid, CPR, AED, and Bloodborne Pathogen training/certification (or must obtain within 3 months of employment)
7. Requires a criminal background check as condition of employment

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ 40 hours of Paid Time off (PTO)

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 05/13/2022

(22-174)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.

FIREARMS FACILITY (RANGE) OFFICER

GENERAL RESPONSIBILITIES

Ensures Hap Baker Firearms Facility patrons adhere to range rules relating to the safe handling of firearms. Collects and accounts for range fees and provides general operations and maintenance support for the facility.

ESSENTIAL TASKS include the following. Other duties may be assigned.

1. Enforce Facility rules and regulations equitably and consistently. Enforce local and state ordinances that protect Facility users and public alike
2. Establish and implement control measures that Facility users must adhere to. Monitor the use of the Facility by checking for/issuing daily or annual badges
3. Develop and carry out maintenance checklists for grounds, facilities and equipment. Maintain accurate records on Facility use, maintenance and costs
4. Assist customers, collect range fees, issue badges, and assist with, target sales, organized competitions and special programs
5. Prepare daily cash intake summary, detailed accident reports and various other reports and logs; maintain inventory of Facility equipment and supplies
6. Respond promptly and efficiently to any range safety concerns or accidents
7. Protect immediate environment, including flora and fauna, from vandalism, damage or injury

EDUCATION AND EXPERIENCE

1. Must be 21 years of age or older
2. High school diploma or general education diploma (GED)
3. Training/experience/course work or any combination thereof in firearms instruction and safety.
4. Experience in dealing with the public; experience in operating and managing a firearms facility. *

** A comparable amount of training and experience may be substituted for the minimum qualifications.*

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Criminal history record check as condition of employment
3. First Aid, CPR, AED, and Bloodborne Pathogen training/certification (or must obtain within 3 months of employment)