

POSITION SUMMARY: ***The Firearms Compliance and Retail Store Merchandizing Specialist*** will oversee OnPoint Raleigh's firearms compliance, operations, ATF and state regulatory compliance standards. This will include OnPoint's Standard Operating Procedures (SOP), all aspects of firearm acquisition and disposition, sale, transfer, distribution and the purchase of regulated firearms.

Essential Functions

- Assures OnPoint's ATF compliance processes and procedures are in adherence to Federal, State and Local Laws and regulations through detailed compliance inspections at OnPoint Raleigh. Analyze results of Federal (ATF F 4473, 3310.4, 3310.12, 3310.6, 3310.11) and state required paperwork, and internal documents to determine licensed facilities standing.
- Build and develop communication and training content for the overall firearms compliance program health through technologies and directives that lead to enhanced firearms compliance at OnPoint Raleigh.
- Direct and support OnPoint Raleigh's ATF Compliance program as a trusted resource for questions related to legality of firearm acquisition, disposition, and transfer related scenarios.
- Administrative duties and oversight of electronic systems supporting the acquisition and disposition book (A&D Book), and electronic ATF / state required forms related to transfer of firearms.
- Act as the liaison for OnPoint with the ATF regulatory compliance divisions.
- Provide direction regarding regulatory compliance expectations, inspections, training, and partnerships, to develop SOP's, training, inspections, field communications, and customer experience to facilitate firearms sales growth that are in line with maintaining an industry leading level of firearms compliance.
- Review all compliance inspection store responses and ensure the proper action item steps and timelines are established by the licensed location.
- Assist with any regulatory and Law Enforcement related internal or external firearms investigations.
- Maintain and ensure timely renewal of FFL/FEL and state licenses, Responsible Persons List for ATF and licensed locations.
- Contribute to OnPoint's overall firearms regulatory compliance by staying current with Federal, state and local laws and regulations. Partner with all business stakeholders on any required changes to SOP's, or internal forms.
- ALL OTHER DUTIES AS ASSIGNED