

Police Records Technician

Reports to: Police Records Supervisor
Position Control No.:

Department: Police
 Exempt Non-Exempt
 Full Time Part-Time Seasonal

Department Head Approval: Robert P. Benj

Date: 2-1-10

JOB SUMMARY:

Performs routine technical assistance and clerical support pertaining to investigative functions of a criminal and/or civil nature. Work involves reviewing public and confidential documents, criminal investigative reports, electronic and physical records. Identify and summarize pertinent information to be gathered or to be entered into electronic and/or physical records. May train others. Works under direct supervision.

ESSENTIAL FUNCTIONS:

1. Review police reports, print cards and photographs and jail booking sheets for accuracy.
2. Respond to inquiries from the general public, departmental staff and other law enforcement or criminal justice agencies regarding criminal investigations and/or criminal arrest records.
3. Respond to requests for information from law enforcement agencies concerning matters under investigation, criminal activity information and identification of individuals.
4. Read criminal reports from state and local law enforcement agencies and determine pertinent information for entry into electronic records.
5. Access law enforcement databases to obtain information and/or update records.
6. Maintain electronic and/or physical criminal investigative and criminal files.
7. Process applications and maintain physical and/or electronic records for vendor, taxi, alarm, livestock and other related permits.
8. Fingerprint citizens for passports, employment, concealed handgun permits, etc.
9. Process incoming and outgoing mail.
10. Performs related work as assigned.

QUALIFICATIONS:

1. High School graduate or GED. Must have skills in general office equipment and have a working knowledge of all Microsoft Office applications (MS Word, Excel, Power Point, Outlook, and Publisher).
2. Ability to protect privacy and confidentiality, yet assure availability of Public Information to citizens.
3. Ability to interpret rules, regulations, policies and procedures; to summarize written narratives, case reports and similar material; to identify pertinent data and information; and to train others.
4. Ability to communicate effectively with public and outside agencies in giving and receiving information, answering phones and in-person inquiries relative to areas of responsibility.
5. Must pass a background investigation in order to gain TCIC/NCIC Clearance.

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PHYSICAL REQUIREMENTS:

1. Must be able to lift 50 pound boxes.
2. Must be able to sit for extended periods of time.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date