



# Public Safety Records Technician II

Salary Group: A11

Class Code: 6222

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PUBLIC SAFETY RECORDS TECHNICIAN I	6221	A10	\$24,910 - \$36,571
<b>PUBLIC SAFETY RECORDS TECHNICIAN II</b>	<b>6222</b>	<b>A11</b>	<b>\$26,332 - \$41,355</b>
PUBLIC SAFETY RECORDS TECHNICIAN III	6223	A12	\$27,840 - \$43,798
PUBLIC SAFETY RECORDS TECHNICIAN IV	6224	A13	\$29,439 - \$46,388

## GENERAL DESCRIPTION

Performs moderately complex (journey-level) technical public safety record-keeping work. Work involves reviewing electronic and hard copy documents, records, and investigative reports to determine accuracy and completeness before entering data into an automated records system and initiating correction of verified discrepancies. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Reviews various records, original source documents, photographs, and databases to determine the validity and authenticity of documents and/or identify individuals.

Reviews criminal investigative reports and related material from state and local law enforcement officers and entities to determine pertinent information for entry into automated records.

Reviews criminal investigative reports, bulletins, and related material to obtain, summarize, and disseminate information to interested law enforcement agencies and officers.

Composes letters and memoranda explaining the findings of investigations or actions taken regarding information and supporting documentation found in databases.

Responds to email and telephone inquiries from the general public, departmental staff, and other law enforcement agencies in accordance applicable local, state, and federal guidelines.

Contacts law enforcement, judicial agencies, and the general public regarding criminal history information.

Compiles and prepares reports and summaries.

Prepares source documents from automated records to assist in investigations of suspected violations.

Assists with electronic filing and record keeping.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in accessing law enforcement databases. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of policies, procedures, laws, and regulations relating to law enforcement databases.

Skill in the use of a computer.

Ability to interpret rules, regulations, policies, and procedures; to summarize written narratives and case reports; to identify pertinent data and information; and to communicate effectively.