



Public Safety Records Technician III

Salary Group: A12

Class Code: 6223

<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
PUBLIC SAFETY RECORDS TECHNICIAN II	6222	A11	\$26,332 - \$41,355
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 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. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

Compiles and transmits messages and accesses law enforcement databases to obtain information and to update files.

Prepares and 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.

Reviews and edits 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 with applicable local, state, and federal guidelines.

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

Collects, compiles, and prepares reports and summaries.

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

May develop and maintain electronic filing and record keeping.

May develop and review training materials.

May provide assistance in answering and routing phone calls to appropriate staff.

May provide guidance to others.

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 important data and information; to communicate effectively; and to provide guidance to others.