



Public Safety Records Technician IV

Salary Group: A13

Class Code: 6224

<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 advanced (senior-level) technical public safety record-keeping work. Work involves coordinating and 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 serve as a lead worker providing direction to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

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

Coordinates, compiles, and transmits messages and accesses law enforcement databases to obtain information and to update files.

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

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.

Interprets 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.

Develops, reviews, and edits letters and memoranda explaining the findings of investigations or actions taken regarding information and supporting documentation found in databases.

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

Provides assistance in answering and routing phone calls to the appropriate staff.

Collects, compiles, and prepares reports and summaries.

Develops and reviews training materials.

May develop and maintain electronic filing and record keeping.

May serve as a lead worker providing direction 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 pertinent data and information; to communicate effectively; and to serve as a lead worker providing direction to others.