

**CITY OF GLENDALE**

**TITLE: Police Records Technician CLASS CODE: 613**

**REPORTS TO: Technical Services Supervisor GRADE: 17**

**DEPARTMENT: Police FLSA: N**

**JOB SPECIFICATION DATE: July 1, 2005 bwg**

**JOB SUMMARY:**

Enters data, maintains, and retrieves technical information from computerized criminal justice information systems, and prepares investigative reports within the Police Department.

**ESSENTIAL FUNCTIONS:**

1. Answers inquiries from department personnel and other police agencies regarding criminal activity information such as local warrants, bookings, victims, suspects, convicted felons and general background checks.
2. Handles counter and telephone requests from the public for information per Privacy/Security Guidelines and general information and direction.
3. Performs data entry of criminal activity information into computerized criminal justice information systems, including ACIC/NCIC.
4. Performs queries of information on computerized criminal justice information systems (ACIC/NCIC); compares information and verifies correctness of information.
5. Transcribes police reports and report supplements from department personnel, by telephone, tape, or handwritten copy into the computerized police information system through the CARE, and CHIPS programs.
6. Retrieves information from computerized systems and releases it under court orders.
7. Logs, and maintains all Police activity reports in preparation for filing into systems.
8. Field and retrieves materials using established filing system; sorts and indexes materials for filing and distribution.
9. Transcribes investigation reports from dictation.
10. Prepares search warrants.
11. Performs court liaison duties including transporting documents to the offices of county attorneys and Judges.

**SECONDARY FUNCTIONS:**

12. May perform detention officer duties as required.
13. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

Police Department policies, procedures and practices.  
Computerized criminal justice information systems (ACIC/NCIC, CHIPS, PACE, Pawn)  
Federal, state, and local regulations regarding criminal justice records, and victims rights laws.  
City and county court procedures regarding criminal records.  
Department telephone and computer equipment.

### **Skill in:**

Operating computerized data entry and retrieval systems.  
Transcribing from dictation.

### **Ability to:**

Use judgment in performing data entry of technical information, and responding to court orders.  
Retrieve and verify technical data on computerized systems.  
Compile reports, bookings, and transmittals for the proper court.  
Maintain complete and accurate records and files.  
Work under pressure in time-limited situations where accuracy is essential.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with department personnel and other police agencies.

## **WORKING CONDITIONS:**

Office setting.

## **MINIMUM QUALIFICATIONS:**

### **Trainee:**

High school diploma or GED equivalent and one year experience in data entry and the use of word processing equipment.  
Any combination of experience, education and training which provides the required knowledge, skills and abilities is qualifying.

### **Regular Status:**

High school diploma or GED equivalent, and one year experience in data entry and the use of word processing equipment, and successful completion of a one-year training period with the City of Glendale.  
Any combination of experience, education and training which provides the required knowledge, skills and abilities is qualifying.

**SPECIAL REQUIREMENTS:**

Possession of, or the ability to obtain, a valid Arizona driver's license.

Level A Terminal Operator Certification by the Department of Public Safety within 6 months of hire.

Holidays, weekends, and shift work will be required.