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| **Agency:** | **Strength Classification: Light Work** |
| Job Title: | Police Services Technician  |
| Department: | Police | Job Code #: |  |
| Location: | Office  | Travel Required: |  |
| Position Type: | Community Services | Hours Per Shift: |  |
| Job Description Summary |
| Proofreads reports and ensures accurate spelling, proper punctuation, grammar, and data entry; Verifies and compiles data; Summarizes and maintains a variety of statistical and financial reports; Provides guidance to Records Bureau employees and assists them in interpreting rules and regulations; Processes, distributes, and files arrest, crime, disposition and other reports and documents as appropriate; Obtains and includes relevant support documents and forms; Operates computer terminals to make data entries, store reports, and clear, cancel, retrieve and verify a variety of information from local and state law enforcement records information systems; Copies and releases requested reports and documents as appropriate in compliance with established confidentiality rules and regulations and collects appropriate fees; Accounts for all monies received, prepares daily report and sends report and monies to the Finance Department; Answers telephone and provides counter assistance to the public providing a variety of information regarding services, permits, release of records; Processes warrants and subpoenas as required; Processes and submits to the Department of Justice arrest and applicant fingerprint cards; Obtains background information and issues permits when applicable; Fingerprints citizens for licensing and applicant for clearance purposes; Registers, processes, and submits fingerprints on sex/narcotic/arson/gang offenders; Processes restraining orders as required by law; Performs validation of records entered in the NCIC computerized systems; Distributes, files, purges, and destroys criminal history information using guidelines set by the Department of Justice and the Police Department. |

**Physical Demands:**

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| **Body Postures:*** Standing: Occasional
* Sitting: Constant
* Kneeling: Seldom
 | **Use of Hands:*** Grasping/Handing: Seldom
* Powerful Grasp: Seldom
* Fine Manipulation: Frequent
* Keyboarding: Constant
 | **Lift/Carry (Weight plus Distance):*** 0-10 lbs. up to 300 ft.: Occasional
* 11-25 lbs. up to 300 ft.: Seldom
* 26-50 lbs. up to 100 ft.: None
* 51-100 lbs. up to 100 ft.: None
 |
| **Body Movements:*** Walking: Occasional
* Bending/Stooping: Seldom
* Reaching Overhead: Seldom
* Reaching Forward: Occasional
* Squatting: Seldom
* Twisting/Turning: Seldom
 | **Push/Pull:**Using Tools/Equipment:* 0-10 lbs.: Seldom
* 11-25 lbs.: None

Moving Supplies/Equipment:* 0-10 lbs.: Seldom
* 11-25 lbs.: None
* 26-50 lbs.: None
* 10-100 lbs.: None
* > 100 lbs.: None
 | **Environment:*** Dust: Seldom
* Noise: Occasional
* Vibration: Seldom
* Excessive Heat: Seldom
* Excessive Cold: Seldom
* Traffic Hazards: Seldom
* Moving Equipment/Machinery: Seldom
* Trip/Fall Obstacles: Seldom
 |
| **Job Specific:*** Indoors: Constant
* Outdoors: Seldom
* Power Tools/Equipment Use: None
* Driving – Vehicle/Equipment: Seldom
* Sight/Hearing/Speech/Smell/Touch: Constant
 | **Additional Comments:** |

| **Strength level** | **Duration of lifting or carrying** |
| --- | --- |
| **Seldom** | **Occasionally** | **Frequently** | **Constantly** |
| **Light work** | 11-20 pounds | 11-20 pounds | 1-10 pounds | Negligible weight |
| **Medium work** | 21-50 pounds | 21-50 pounds | 11-25 pounds | 1-10 pounds |
| **Heavy work** | 51-100 pounds | 51-100 pounds | 26-50 pounds | 11-20 pounds |
| **Very heavy work** | >100 pounds | >100 pounds | >50 pounds | >20 pounds |

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| **Last Updated By:** |  | **Date/Time:** |  |