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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** | | | |
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| **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:** |  |