

DESCRIPTION: Under immediate to general supervision, processes criminal and non-criminal records; interprets, researches, and verifies arrest records for entry into the Criminal History Database System for access by law enforcement agencies, court systems, and other appropriate agencies; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single entry and full performance classification where the primary and predominant responsibility is to provide technical support to search for, enter/retrieve, verify, update, and report confidential and sensitive criminal and non-criminal information to assist persons seeking information relative to criminal justice/law enforcement purposes. Handles routine procedural inquiries, but refers requests to deviate from policy and any legal questions to the immediate supervisor. Regular work contacts will include local, state, and federal law enforcement authorities, judicial system officials, other criminal justice agency representatives, and the public. Positions performing professional level criminal analysis and research work and exercising independent judgment in evaluating data and making recommendations pertinent to case investigations/criminal activity trends are classified to the State Patrol Crime Analyst class.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Processes criminal and non-criminal records by requesting, accepting, processing, and verifying information from arresting agencies and court dispositions, utilizing the Patrol Criminal History and other criminal justice databases, in person and by telephone and fax.

Processes teletype record checks by receiving, recording, sorting, and disseminating criminal history information over the teletype system.

Processes applications and conduct criminal history background checks for Concealed Handgun permit and explosive permit applicants.

Contacts local, state, and federal authorities, such as judicial officials, local public attorneys, prosecutors, and other law enforcement agencies to determine and verify disposition of criminal court cases.

Attends required training and work related meetings with other law enforcement entities to learn industry best practice standards and new operating procedures, and to exchange information and resolve problems regarding mutual areas of concern.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: English grammar, spelling, syntax, vocabulary, and pronunciation rules and usage; law enforcement/criminal justice record keeping practices and systems; computer operations and standard software and hardware applications; office and data entry procedures.

S01710 – STATE PATROL CRIMINAL IDENTIFICATION RECORDS TECHNICIAN (continued)

Skill in: keyboarding and typing at 40 wpm net both numerical and alphabetical codes and other data.

Ability to: communicate and interact with the public and members of the criminal justice community; standard office procedures and practices; file and record information using numerical, alphabetical, and other records keeping systems; type from rough draft copies; proofread and identify errors and make appropriate corrections; learn information sharing processes and forms used by the employing agency and other law enforcement and criminal justice agencies.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications.)

Coursework, training, or experience in entering and maintaining alpha and numeric files and computer databases.

Must be at least 18 years of age. High school diploma or equivalent to ensure successful completion of required training.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

All positions in this class are subject to criminal history background checks as required by the Federal Bureau of Investigation (FBI) Criminal Justice Information Systems (CJIS) Policy Section 4.5 Personnel Security. Basic requirement is a fingerprint based check within thirty days of employment. 28 CFR 20.36 requires the Nebraska State Patrol to execute the CJIS agreement and abide by the CJIS Council policies in order to acquire and retain access to the Interstate Identification Index (III) for the State of Nebraska.

SPECIAL NOTES:

Vision must be correctable to a range that will allow reading of detailed database information, and viewing of information displayed on computer terminals and printouts.

Applicants must successfully pass an extensive background screening prior to employment, which may include completion of a Personal History Questionnaire.

Applicants or employees cannot maintain a continuous associations or dealings with persons, groups, or organizations that they know, or should know, are persons or groups or organizations who under criminal investigation or indictment or who have a reputation for present involvement in felonious or criminal behavior.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).