



# Public Safety Records Technician

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PUBLIC SAFETY RECORDS TECHNICIAN I	6221	A10	\$30,910 - \$42,571
PUBLIC SAFETY RECORDS TECHNICIAN II	6222	A11	\$32,332 - \$47,355
PUBLIC SAFETY RECORDS TECHNICIAN III	6223	A12	\$33,840 - \$49,798
PUBLIC SAFETY RECORDS TECHNICIAN IV	6224	A13	\$35,439 - \$52,388

## GENERAL DESCRIPTION

Performs technical public safety record-keeping work involving the review of 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.

## EXAMPLES OF WORK PERFORMED

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

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.

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.

Transmits messages and accesses law enforcement databases to obtain information and to update files.

Compiles and prepares reports and summaries.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels. Factors that may distinguish between levels include the scope of responsibility and the complexity of the work performed.*

**PUBLIC SAFETY RECORDS TECHNICIAN I:** Performs entry-level technical public safety record-keeping work. Works under close supervision, with minimal latitude for the use of

initiative and independent judgment. Employees at this level may have limited experience or no experience and spend the majority of their time performing simple to routine work following standard procedures. Employees may also assist others in performing work of greater complexity.

**PUBLIC SAFETY RECORDS TECHNICIAN II:** Performs moderately complex (journey-level) technical public safety record-keeping work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard and may also assist others in performing work of greater complexity. Employees at this level may:

- Review criminal investigative reports, bulletins, and related material to obtain, summarize, and disseminate information to interested law enforcement agencies and officers.
- Compose letters and memoranda explaining the findings of investigations or actions taken regarding information and supporting documentation found in databases.
- Contact law enforcement, judicial agencies, and the general public regarding criminal history information.
- Prepare source documents from automated records to assist in investigations of suspected violations.
- Assist with electronic filing and record keeping.

**PUBLIC SAFETY RECORDS TECHNICIAN III:** Performs complex (journey-level) technical public safety record-keeping work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may:

- Compile and review various records, original source documents, photographs, and databases to determine the validity and authenticity of documents and/or identify individuals.
- Compile and transmit messages and access law enforcement databases to obtain information and to update files.
- Prepare and review criminal investigative reports and related material from state and local law enforcement officers and entities to determine pertinent information for entry into automated records.
- Review and edit letters and memoranda explaining the findings of investigations or actions taken regarding information and supporting documentation found in databases.
- Collect, compile, and prepare reports and summaries.
- Evaluate source documents from automated records to assist in investigations of suspected violations.

**PUBLIC SAFETY RECORDS TECHNICIAN IV:** Performs advanced (senior-level) technical public safety record-keeping work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate the collection and review of records, documents, and information from various sources.
- Coordinate and review criminal investigative reports, bulletins, and related material to obtain, summarize, and disseminate information to interested law enforcement agencies and officers.

- Coordinate access to law enforcement databases.
- Interpret and review criminal investigative reports and related material from state and local law enforcement officers and entities to determine pertinent information for entry into automated records.
- Develop letters and memoranda explaining the findings of investigations or actions taken regarding information found in databases.
- Help answer and route phone calls to the appropriate staff.
- Develop and review training materials.
- Develop and maintain electronic filing and record keeping.

## **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**

#### **For all levels**

- Knowledge of policies, procedures, laws, and regulations relating to law enforcement databases.
- Skill in the use of a computer and applicable software.
- Ability to interpret rules, regulations, policies, and procedures; to summarize written narratives and case reports; to identify pertinent data and information; and to communicate effectively.

#### **Additional for Public Safety Records Technician IV level**

- Ability to serve as a lead worker providing direction to others.