**DUTY STATEMENT  
DEPARTMENT OF JUSTICE**

**APPLICATION DEVELOPMENT BUREAU**

**CRIMINAL JUSTICE INFORMATION SYSTEMS BRANCH**

**CRIMINAL JUSTICE INFORMATION SERVICES SYSTEMS SECTION**

**JOB TITLE:** Student Assistant

**POSITION NUMBER:** 860-4870-901-003

**INCUMBENT:** Vacant

**PRIMARY DOMAINS:** Software Engineering

**SECONDARY DOMAINS:** Business Technology Management, Client Services

**STATEMENT OF DUTIES:** Under the general direction of the Criminal Justice Information Services Systems Section (CJIS SS) Information Technology Manager I (ITM I). The position is identified as an Information Technology Technician Student Assistant or ITTech-SA. The student assistant receives training from the Criminal Records Application Unit (CRAU) and Offender Registry Application Unit (ORAU) teams to develop practical Software Engineering Business Technology Management, and Client Services skills. The CJIS SS portfolio includes the Automated Criminal History System (ACHS), Justice Automated Data Exchange (JADE), the Disposition Processor (DP), and the California Sex and Arson Offender Registry (CSAR).

In this role, the incumbent will gain experience in all phases of the Software Development Life Cycle (SDLC). Specifically, the student will perform systems analysis to identify opportunities for technology enhancement or research production problems. The incumbent will receive coaching from the CRAU and ORAU supervisors and senior technologists in respect to designing systems architecture. It is expected the student will participate in the programming and configuration of software, databases, and toolsets along with assisting the units with the production environment deployment of new or enhanced systems.

In addition, the ITTech-SA is expected to gain experience in the methods required to manage technologies and customers. The exposure and tasks may include participating is requirements elicitation sessions, developing systems documentation, and preparing reports. Finally, the incumbent will assist CRAU and ORAU staff with documenting processes, desk procedures, training material, and toolsets used to manage the SDLC.

**SUPERVISION RECEIVED:** Under general direction of the Information Technology Manager I (IT Manager I).

**SUPERVISION EXERCISED:** None.

**TYPICAL WORKING CONDITIONS:** Smoke-free environment. Ability to work at a computer terminal for extended periods of time and to lift, carry, and move up to 20 pounds

**ESSENTIAL FUNCTIONS:**

**45% Client Services**

Assists in the documentation of development processes and desk procedures for developing and maintaining ACHS, JADE, DP, and CSAR.

Maintains asset management systems and logs.

Works with CRAU and ORAU supervisors to troubleshoot problems.

Creates or updates user manuals and other training material for various systems.

**35%** **Software Engineering**

Assists CRAU and ORAU supervisors and senior technologists with the design of system architecture or configuration documentation.

Assists CRAU and ORAU supervisors and senior technologists with the configuration and programming of software, databases, and toolsets.

Assists CRAU and ORAU supervisors and senior technologists with various stages of testing including unit, systems integration, regression, and performance.

Assists CRAU and ORAU supervisors and senior technologists with production environment deployments of new or enhanced software, databases, and toolsets

**20% Business Technology Management**

Monitor systems performance to ensure service level requirements are met.

Works on various time-critical assignments by creating various system reports.

Conducts research using the Internet.

Performs general analytical support tasks related to the functions of the section.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

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Employee’s Signature Date

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Supervisor’s Signature Date