# **DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**JUSTICE DATA AND INVESTIGATIVE SERVICES BUREAU**

**INVESTIGATIVE SERVICES BRANCH**

**VIOLENT CRIME INFORMATION CENTER**

**CALIFORNIA SEX OFFENDER REGISTRY PROGRAM**

**TERMINATION SECTION**

**JOB TITLE:** Crime Analyst (CA) II Limited Term (LT)

**POSITION NUMBER:** 420-798-0110-XXX

**INCUMBENT:**

**STATEMENT OF DUTIES:** Under the general direction of the Crime Analyst Supervisor (CA Sup), the CA II will initiate the processing of court ordered petitions for termination in accordance with California Senate Bill (SB) 384. The CA II reviews preliminary termination request for accuracy and reviews information from various databases/information systems to confirm the offender’s duty to register.

**SUPERVISION RECEIVED:** Directly supervised by a CA Sup.

# **SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit at desk, utilize a phone and computer, and type on a keyboard for extended periods of time. Ability to bend and reach above shoulders to retrieve files and/or documents.

**TYPICAL WORKING CONDITIONS:** Enclosed, non-windowed office cubicle in a smoke-free environment.

# **ESSENTIAL FUNCTIONS:**

50% Processes initial court ordered petitions for termination in accordance with California Senate Bill (SB) 384. Generates, updates, files, and distributes registrant termination letters. Analyzes criminal history and related information to make a preliminary determination if a sex offender's requirement to register should be terminated pursuant to California Penal Code § 290. Determines if an offender’s record requires further review due to its legal complexity. Consults with Deputy Attorney General, as needed, to obtain legal advice on issues.

35% Updates specific CSOR and other department applications/databases with appropriate termination information. Disseminates termination letters to impacted parties and prepares documentation for imaging.

15% Assists with special projects, procedural updates, correspondence letters, training, scheduling, and phone coverage.

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

Employee Signature Date Supervisor Signature Date