**DUTY STATEMENT**

# **DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

 **JUSTICE DATA & INVESTIGATIVE SERVICES BUREAU**

**INVESTIGATIVE SERVICES BRANCH**

**VIOLENT CRIME INFORMATION CENTER**

**CALIFORNIA SEX OFFENDER REGISTRY PROGRAM**

**TERMINATION SECTION**

JOB TITLE: Crime Analyst (CA) I Limited Term (LT)

**POSITION NUMBER:**

**INCUMBENT:**

 **STATEMENT OF DUTIES:** Under the general direction of the Crime Analyst Supervisor (CA Sup), the CA I performs the tasks associated with evaluating and processing court ordered terminations for sex offender registration requirements. The CA I will analyze and process court ordered petitions for termination in accordance with California Senate Bill (SB) 384 and prepares documentation for review by the Deputy Attorney General staff assigned to the California Sex Offender Registry (CSOR).

**SUPERVISION RECEIVED:** Directly supervised by a CA Sup. May receive technical direction from a lead CA II.

# **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% Verifies and processes court ordered petitions for termination received by the CSOR, pursuant to California Penal Code § 290 *et al*. Evaluates, compares, and analyzes court ordered terminations and other pertinent court documents. Reviews information from various databases/information systems, including the California Sex and Arson Registry (CSAR) and the Automated Criminal History System (ACHS). Queries and updates specific CSOR and other department applications/databases with appropriate termination information to reflect any change in registration status (i.e., termination). Verifies sex offender registration/termination data on various databases including but not limited to CSAR, Supervised Released File (SRF), California Law Enforcement Telecommunications System (CLETS), National Sex Offender Registry (NSOR) and both the state and federal Megan’s Law websites (MWLS).

35% Disseminates termination correspondence to impacted parties and prepares documentation for imaging. Conducts quality control by completing second party checks to ensure the termination process has been finalized in accordance with California Penal Code § 290. Reports to supervisor/manager any issues, defects, or system errors related to current functionality.

15% Assists with special projects, procedural updates, training, scheduling, phone coverage and maintaining monthly statistical reports. Participates in section staff meetings and/or working meetings; other duties as required.

*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