

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
APPLICANT & RECORD QUALITY SERVICES BRANCH
APPLICANT SERVICES PROGRAM
APPLICANT RESPONSE SECTION

JOB TITLE: Program Technician II

POSITION NUMBER: 420-761-9928-XXX

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under general supervision of the Supervising Program Technician (SPT) II, the Program Technician (PT) II in the Applicant Response Section reviews automated and manual criminal history records and prepares initial responses based on legal requirements for dissemination of criminal history records to authorized agencies that submit applicant fingerprints for licensing, employment, and certification purposes. The PT II also refers incomplete records to the Problem Resolution Section, verifies the accuracy of responses prior to dissemination, and prepares initial responses to authorized applicant agencies.

SUPERVISION RECEIVED: Under the general supervision of the SPT II.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit at a computer terminal for extended periods of time. May be required to lift, carry, or move up to 20 pounds.

TYPICAL WORKING CONDITIONS: Cubicle in a windowed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 40% Prepares criminal history background check responses for applicant agencies.
- 30% Reviews both manual and automated criminal history records to determine which entries meet legal requirements (contained in various California codes sections and case law) for dissemination to various agencies for licensing, employment, or certification purposes.
- 30% Verifies the accuracy of prepared responses prior to sending them to the respective applicant agency.

