

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
RECORD MANAGEMENT BRANCH
CRIMINAL RECORD EXPEDITE & SUPPORT PROGRAM
RECORD SUPPORT SECTION
RECORD SEALING UNIT

JOB TITLE: Crime Analyst Supervisor (CAS)

POSITION NUMBER: 420-761-0118-XXX

INCUMBENT: Vacant

STATEMENT OF DUTIES: The Crime Analyst Supervisor (CAS) directs and supervises the activities of technical staff for the Record Sealing Unit. The Record Sealing Unit is responsible for analyzing, interpreting, and evaluating criminal history records for application of court-ordered sealings. The CAS must have knowledge of the criminal justice system and statutory code sections related to each court order and the ability to interpret both manual and automated criminal history records. The CAS must have knowledge in modifying records in both the Automated Criminal History System (ACHS) and Automated Archive System (AAS). The CAS also verifies work and provides training to staff on various processes and databases utilized within the unit.

SUPERVISION RECEIVED: Under the general supervision of the Staff Services Manager I.

SUPERVISION EXERCISED: Directly supervises CA II, CA I, and Seasonal Clerk staff.

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

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

ESSENTIAL FUNCTIONS:

50% Plans, organizes, and directs the activities of the units; communicates and maintains effective working relationships with other sections/units to coordinate work flow and resolve processing problems; monitors and evaluates manpower utilization reports, production, activities.

30% Monitors performance of the unit's staff and take action as appropriate; prepares reports and documentation; implements new legislation requirements and management policies and ensures that legal requirements and policies are adhered to.

