

**DUTY STATEMENT  
DEPARTMENT OF JUSTICE  
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION  
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS  
RECORD MANAGEMENT BRANCH  
CRIMINAL RECORD UPDATE PROGRAM  
CRIMINAL RECORD UPDATE SECTION**

**JOB TITLE:** Program Technician (PT) III

**POSITION NUMBER:** 420-761-9929-XXX

**INCUMBENT:** Vacant

**STATEMENT OF DUTIES:** Under general direction, the PT III reviews, analyzes, codes, verifies, and updates the more complex arrest and disposition information submitted by criminal justice agencies for inclusion in the state criminal history repository. The PT III serves as a subject matter expert regarding manual maintenance of criminal history information based on information submitted by criminal justice agencies and assists with the development and maintenance of program procedures. The PT III assists in peer-to-peer training to all levels of PT staff and works closely with the program Crime Analyst (CA) II to ensure training is completed according to program training plans. The PT III must have a thorough knowledge of criminal and applicant update processes, the California criminal justice system, and departmental policies and procedures.

The incumbent will be trained and expected to perform all PT III work processes and meet the unit averages as required by the branch.

**SUPERVISION RECEIVED:** Reports directly to the Supervising Program Technician III.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Must have the physical ability to work at an ergonomic personal computer work station for a majority of the work shift. May be required to carry stacks of folders short distances weighing up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment in California. At the office, an enclosed windowed office with a smoke-free environment. May be required to sit at a computer terminal while performing research and other duties up to eight hours a day. Travel to designated offices may be required. In response to critical workload, the PT II may be required to work overtime and/or assist other Bureau of Criminal Information and Analysis programs or units as organizational priorities arise.

**ESSENTIAL FUNCTIONS:**

45% Reviews, analyzes, verifies, codes, and updates the more complex arrest correction and

