

**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 III

**POSITION NUMBER:**

**INCUMBENT:**

**STATEMENT OF DUTIES:** Under general direction, the Program Technician (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 manually maintaining 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 Staff Services Analyst (SSA) and 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.

**ESSENTIAL FUNCTIONS:**

45% Reviews, analyzes, verifies, codes, and updates the more complex arrest correction and disposition data, submitted by criminal justice agencies, to the state criminal history

