

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 (CA) I

POSITION NUMBER: 420-761-0109-XXX

INCUMBENT: Vacant

STATEMENT OF DUTIES: The CA I is the entry, training, and first working level classification in the Record Sealing Unit responsible for analyzing, interpreting, and evaluating criminal history records for application of court-ordered sealings. The CA I 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 CA I must have knowledge in modifying records in both the Automated Criminal History System (ACHS) and Automated Archive System (AAS). The CA I also verifies work and provides training to staff on various processes and databases utilized within the unit.

SUPERVISION RECEIVED: Reports directly to the Crime Analyst Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to lift 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:

- 50% Analyzes adult and juvenile sealing orders granted by the courts or law enforcement agencies for compliance with statutory authority. Reviews manual and automated criminal history records to validate criminal history information and determines the appropriate modifications in ACHS and AAS that must be made to the record to comply with the seal orders. Applies the retention period to each seal order based on statute.
- 20% Conducts computer searches, enters statistics into databases or spreadsheets, communicates in writing or by telephone with the district attorneys, law enforcement agencies, and court personnel regarding the validity and legal requirements of court orders.
- 15% Prepares correspondence notifying the outside agencies to seal their records pursuant to the sealing order and notify the granting agency of compliance with the sealing order.

