

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

JOB TITLE: Program Technician III

POSITION NUMBER: 420-761-9929-127

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under the general direction of the Supervising Program Technician III, the Program Technician (PT) III in the Record Support Section (RSS) is responsible for monitoring, researching, and analyzing problems associated with the electronic transmissions of arrest records. The PT III provides consultation to submitting law enforcement agencies regarding transmission and reporting problems. The PT III must have a thorough knowledge of the criminal and applicant fingerprint processes, California criminal justice system, bureau policies and procedures, and the capabilities of the Justice Automated Data Exchange (JADE), the Automated Criminal History System (ACHS), Batch Processor, APP Processor, Global Transaction Controller (GTC), and Display Queue (DQ). In addition, the PT III prepares and maintains monthly utilization reports (MUR) for the Program, assists in the development of training manuals, and performs one-on-one training of new or existing staff.

SUPERVISION RECEIVED: Reports directly to the Supervising Program Technician (SPT) III.

SUPERVISION EXERCISED: None. May work in a lead capacity when designated by the SPT III.

TYPICAL PHYSICAL DEMANDS: May be required to carry stacks of folders/documents short distances weighting up to 5 pounds and lift boxes 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:

35% Resolves errors received in the Abort Queue (AQ) that are the result of transactions linked to Criminal Identification and Information Numbers (CII) in AFIS (Automated Fingerprint Identification System) but are not found in ACHS. Performs multiple queries in ACHS and Automated Archive System (AAS) to locate the information needed to update ACHS so the transaction is able to process through the GTC.

Duty Statement
PT III – BCIA/RMB/CRESP/RSS

- 30% Assists local criminal justice agencies as well as other DOJ programs to resolve problems with the electronic submission of automated and manual arrest information. Makes corrections to arrest information utilizing a variety of databases and systems including, but not limited to, GTC, Crim Processor, Batch Processor, JADE, and APP Processor.
- 15% Researches GTC and Batch Processor Custody reporting errors utilizing the Offender Based Information System (OBIS) and the California Criminal History Reporting System (CCHRS). Communicates frequently with California prisons for clarification of information submitted. Processes sex, drug, and arson registration transactions that drop into the Batch Processor.
- 10% Prepares and mails letters to the FBI notifying them of corrections and modifications made to California arrest information. Researches the English language literal for offenses accepted by the FBI for use in correspondence.
- 5% Identifies potential criminal and applicant cross-prints (one subject's personal data information submitted with another's fingerprints) and misidentifications (subject incorrectly identified as another) and routes to the Cal-ID Program for verification and processing; completes requests returned from Cal-ID.
- 5% Maintains reports for the program relating to inventory and processing counts. Prepares, consolidates, and maintains monthly utilization reports for the program. Assists program supervisors with preparation of data reports and surveys, as well as the development and documentation of program procedures. Trains new PT, PT II, and PT III staff. Attends Departmental meetings as needed, and completes special projects as assigned by management.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

