

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
APPLICANT & RECORD QUALITY SERVICES BRANCH
APPLICANT SERVICES PROGRAM
FBI RESPONSE SECTION

JOB TITLE: Program Technician (PT) II

POSITION NUMBER: 420-761-9928-067

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under general supervision of the Supervising Program Technician (SPT) III, the Program Technician (PT) II in the Federal Bureau of Investigation (FBI) Response Unit Section reviews FBI criminal history records and prepares initial fingerprint background check responses based on legal requirements which help determine the suitability of a person applying for a license, certification, employment, or a volunteer position. The PT II is responsible for obtaining final disposition information from out-of-state law enforcement agencies and courts using LEAWEB, PACER, NCIC, NLETS, court websites, as well as by written communication, telephone, and facsimile.

SUPERVISION RECEIVED: Reports directly to the SPT III.

SUPERVISION EXERCISED: None.

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

- 30% Reviews FBI and LEAWEB criminal history to determine the entries that meet the legal requirements contained in various California code sections and case law for dissemination to various agencies for licensing, certification, or employment purposes.
- 25% Prepares criminal history background check responses for applicant agencies.
- 20% Requests missing disposition information via the LEAWEB, internet, letter, facsimile, or by telephone contact with out-of-state law enforcement agencies.

