

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

**JOB TITLE:** Program Technician

**POSITION NUMBER:** 420-761-9927-071

**INCUMBENT:** Vacant

**STATEMENT OF DUTIES:** Under close supervision and in accordance with established procedures, the Program Technician (PT) in the Applicant Response Section is responsible for preparing subsequent arrest notifications to various agencies for employment and licensing purposes. To fulfill these responsibilities, the PT must be familiar with both manual and automated criminal history record terminology and formats, must have knowledge of criminal justice processes, and be cognizant of legal and procedural restrictions regarding criminal history dissemination.

**SUPERVISION RECEIVED:** Under close supervision of the Supervising Program Technician (SPT) II.

**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:**

- 50% Reviews manual and automated criminal history records to determine agencies entitled to subsequent notifications and identifies special dissemination requirements. Requests agency contact to obtain the disposition of arrest when necessary and analyzes disposition data for completeness and matching criteria for criminal history update. Prepares responses via the automated Applicant Processor or uses word processing programs.
- 30% Prepares subsequent arrest and special peace officer responses for various agencies for employment, certification, and licensing purposes. Initiates folder requests to the Folder Control program and routes to appropriate program personnel.

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- 10% Initiates queries into the Automated Criminal History System. Prints pertinent documents from the Automated Archive System and routes to appropriate program personnel. Serves as liaison between the Applicant Program and the Folder Unit.
- 10% Processes, sorts, stamps and batches incoming mail and faxes in preparation for processing and conducts folder and mail room runs.

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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date