

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
APPLICANT & RECORD QUALITY SERVICES BRANCH
RECORD QUALITY SERVICES PROGRAM
RESEARCH RECONCILIATION & RESOLUTION (R³) SECTION

JOB TITLE: Program Technician (PT) III

POSITION NUMBER: 420-761-9929-100

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under general direction of the Supervising Program Technician (SPT) III, the PT III in the Research Reconciliation & Resolution (R³) Section analyzes and interprets criminal history documents and resolves all complex errors or omissions prior to submission for entry into the California Automated Criminal History System (ACHS). The PT III must have a thorough knowledge of various statutory code sections and the criminal justice process.

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 windowless 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% Obtains missing arrest and disposition information to comply with legal requirements for licensing, certification, or employment purposes. Determines the most efficient method of resolution by; (1) utilizing in-house resources; (2) directly accessing the requested information through law enforcement agencies' case management systems; or (3) requesting information via telephone, facsimile, electronic mail or U.S. mail.
- 30% Clarifies and corrects illegible or incomplete arrest and disposition information submitted by local law enforcement agencies, district attorney offices, and the courts to maintain the accuracy and completeness of the ACHS.
- 10% Reviews documents and works with local criminal justice partners to determine the validity of information and identify any inconsistencies and/or problems. Provides assistance with criminal history research efforts for other Department of Justice programs

Duty Statement
PT III – BCIA/ARQSB/RQSP/R³

that respond to challenges involving individual criminal history records, as well as provides support to programs responsible for sex offender registrant tracking and compliance efforts.

5% Prepares written guidelines to other Bureau of Criminal Information and Analysis units regarding unique county procedures and/or special handling situations required for the processing of criminal justice information.

5% Fields telephone calls from criminal justice agencies and provides technical information and assistance resolving errors and/or omissions in the criminal record.

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.

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee's Signature Date

Supervisor's Signature Date