

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
RECORDS & BIOMETRIC IDENTIFICATION BRANCH
IMAGING AND LIVE SCAN PROGRAM
APPLICATION & IMAGING SUPPORT SECTION
PRE-SCAN UNIT

JOB TITLE: Program Technician (PT)

POSITION NUMBER: 420-

INCUMBENT:

STATEMENT OF DUTIES: The Program Technician (PT) in the Pre-Scan Unit processes and reviews the applicant fingerprint card submissions to determine whether the submitting agency has the authority to receive criminal history background checks and verify that the cards meet certain acceptance criteria and the associated fees are correct to ensure the proper processing through the Department of Justice (DOJ). The PT is responsible for the electronic scanning of criminal and applicant fingerprint cards for processing and also opens, sorts, and delivers mail to various programs within the DOJ.

SUPERVISION RECEIVED: Reports directly to the Supervising Program Technician II.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to 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% Processes and reviews the applicant fingerprint card submissions to determine whether the submitting agency has the authority to receive criminal history background checks and verify that the cards meet certain acceptance criteria and the associated fees are correct to ensure the proper processing through DOJ. Processes all acceptable criminal and applicant fingerprint cards through the electronic duplex scanning system. Maintains careful order of batched cards to ensure accuracy. Ensures scanners correctly assign a document control number to each card and makes handwritten corrections as needed.

Duty Statement

PT – BCIA/RBIB/ILSP/AISS/Pre-Scan

- 30% Reconciles fingerprint fees to applicant cards received to determine if fees were submitted correctly and transmittals are accurate. Accounts for proper fees, document shortages and surpluses, billing forms, and balances the accounting bag for delivery to the Accounting Office in the Division of Administrative Support.
- 10% Answers incoming telephone calls, answers questions, or routes to appropriate unit for resolution.
- 10% Opens, sorts, and distributes mail to various programs with the Department and other duties as assigned.

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