SAVE PRINT RESET

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
BUREAU OF CRIMINAL INFORMATION & ANALYSIS
RECORDS & BIOMETRIC IDENTIFICATION BRANCH
CALIFORNIA IDENTIFICATION SYSTEM PROGRAM

JOB TITLE: Crime Analyst (CA) I

POSITION NUMBER: 420-761-0109-006

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under supervision of the Crime Analyst Supervisor, the CA I compares and verifies incoming fingerprint and palm print transactions and hard card images submitted by law enforcement and applicant agencies with existing department records by utilizing the Automated Fingerprint Identification System (AFIS) and visually examining the fingerprint and palm print friction ridge impressions and associated documents. The CA I also accesses various automated systems including the Automated Criminal History System, Automated Archive System, and Justice Transaction Manager and performs the more technical input and update functions in the AFIS. The CA I performs timely and accurate verifications and is accountable for erroneous conclusions and maintaining production levels established by the California Identification Program. Duties may also include verifying fingerprint images for Record Review, Jane/John Doe and Department of Motor Vehicles casework, and testifying as an expert witness.

SUPERVISION RECEIVED: Reports directly to the CA Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Must be able to lift material weighing up to 25 pounds and push wheeled carts weighing up to 300 pounds. Must be able to sit at a computer terminal for long periods of time and perform repetitive work.

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 and courts may be required.

ESSENTIAL FUNCTIONS

50% Analyzes and evaluates incoming Live Scan transactions for clarity, legibility, proper placement, and sequence. Analyzes, compares, evaluates, and verifies incoming electronic/manual fingerprint and palm print images with existing department records and consolidates duplicate records. Utilizes the Card Positive Identification terminal to perform a one-to-one search against registered fingerprint images in the AFIS.

35% Provides quality assurance to maintain the accuracy of AFIS and performs the more technical input and update functions for record maintenance. Processes criminal transactions in the Error Resolution Terminal by correcting data elements and contacting

law enforcement agencies via telephone.

10% Provides support to other sections and law enforcement agencies by responding to inquiries via telephone, email, and facsimile. Performs examination and verification of fingerprint images for the Record Review and Challenge Section, Jane and John Doe cases, and Department of Motor Vehicles investigations. Represents the DOJ by testifying as an expert witness via telephone and in court. Travel may be required.

5% Assists with staff training and acts as a lead in the absence of the CA Supervisor by monitoring queues and problem verifications.

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