## General Description

Performs moderately complex (journey-level) technical public safety record-keeping work. Work involves reviewing documents, records, and investigative reports to determine accuracy and completeness before entering data into an automated records system and initiating correction of verified discrepancies. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## Examples of Work Performed

- Reviews various records, original source documents, photographs, and databases to determine the validity and authenticity of documents and/or identify individuals.
- Reviews criminal investigative reports and related material from state and local law enforcement officers and entities to determine pertinent information for entry into automated records.
- Reviews criminal investigative reports, bulletins, and related material to obtain, summarize, and disseminate information to interested law enforcement agencies and officers.
- Composes letters and memoranda explaining the findings of investigations or actions regarding duplicate license numbers and the retention or removal of violation information on driving records.
- Responds to inquiries from the general public, departmental staff, and other law enforcement agencies within applicable local, state, and federal guidelines.
- Contacts law enforcement, judicial agencies, and the general public regarding criminal history information.
- Compiles and prepares reports and summaries.
- Prepares source documents from automated records to investigate suspected violations or abuses.
- Assists with filing and record keeping.
- Performs related work as assigned.
GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in accessing law enforcement databases. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of policies, procedures, laws, and regulations relating to law enforcement databases.

Skill in the use of a computer.

Ability to interpret rules, regulations, policies, and procedures; to summarize written narratives and case reports; to identify pertinent data and information; and to communicate effectively.