

POLICE RECORDS TECHNICIAN

NATURE OF WORK

This is responsible technical and complex law enforcement administrative support work at the Lincoln Police Department Records Unit. This is a civilian position.

Work involves maintaining all case files, disseminating police reports and criminal history information. Interacts with the public and other agencies seeking assistance in obtaining police reports, vendor permits and taxi licenses. Work includes reviewing reports to determine the status of the case and ensuring cases are classified following Federal Uniform Crime Reporting and departmental policy and procedure guidelines. Work includes coding and entering, verifying, correcting and updating reports and data into the Criminal Justice Information System. Work involves transcription of police reports in a confidential, professional and accurate manner. Supervision is received from an administrative superior with work being reviewed in the form of accuracy, effectiveness, and departmental standards.

EXAMPLES OF WORK PERFORMED

Review and update case files and status following Uniform Crime Reporting and Departmental guidelines to maintain integrity and accuracy of police reports subject to audit by Nebraska Commission on Law Enforcement and Criminal Justice.

Authorize or deny applicants for taxi licenses and permits.

Process citations, incident reports, accident reports, and pawn slips, which includes reviewing, coding, entering and updating data in CJIS.

Assists officers at the officer counter; notarizes documents, receives and scans police reports.

Serves the public and other law enforcement agencies at the public counter; answers questions, retrieves information, fulfills requests for the release of criminal history information and police reports in accordance with applicable laws for law enforcement information and public information and sells designated reports and permits.

Coordinates schedules of the court and officers; keeps track of when court cases are cancelled; notifies the officer in a timely manner.

Transcribes dictated supplemental reports and statements and transcribes recorded phone conversations using various types of digital software and transcription equipment.

Operates specialized computer systems to obtain NCIC criminal history information.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the methods and practices involved in maintaining a records system.

Considerable knowledge of Federal UCR guidelines, State statutes, City ordinances, and Department policies and procedures.

Knowledge of the principles, practices and procedures of office management.

Knowledge of the legal aspects and confidentiality of records.

Knowledge of the geography of the city.

Ability to communicate effectively both orally and in writing.

Skill in the operation of various office machines including computer, scanner, micro-viewer, transcription equipment and software and other common office machines.

Ability to establish and maintain effective working relationships with co-workers, outside agencies and the general public.

Ability to proficiently type at least 40 words per minute net after errors.

Skill in the rapid and accurate transcription of dictation.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by additional course work in records technology and computers with experience maintaining various records.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with some training or some experience in maintaining records; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

An employee may be required to obtain and maintain Certification on the National Crime Information Center computer system.

Employees must obtain and maintain a general notary public designation.

11/13

PS3139