



Classification: PRD Technician I (Arrest Records)

Title Code: V00673

Pay Range: 16

POSITION SUMMARY: This position is responsible for receiving, processing, and disseminating arrest, prosecutor, and court disposition information relating to the Traffic Arrest System/DWI Tracking System (TAS/DWITS). Personnel process incoming manual and electronic records based on various report standards/rules and/or database field specifications, return incorrect or incomplete records, review existing records for conflicting and/or erroneous information, and answer technical questions pertaining to the aforementioned systems as well as reporting requirements of the Record of Conviction and Uniform Citation. Personnel also process requests for TAS/DWITS records/data in accordance with federal and state laws and Patrol/division policies as well as assign unique, sequential numbers for inclusion on Uniform Citations. Close supervision is provided by a supervisor who reviews work for overall completeness, accuracy, and adherence to schedules.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Processes incoming mail and answers telephones for the Patrol Records Division's Arrest Records Section.

Reviews, codes, enters, and/or updates electronic and manual records into the Traffic Arrest System/DWI Tracking System (TAS/DWITS) in accordance with various rules and/or database specifications.

Assists with quality control measures of records for inclusion into TAS/DWITS and makes necessary correction to erroneous data.

Returns incorrect, incomplete, or duplicate source documents submitted for inclusion into TAS/DWITS to the applicable submitting agency or officer.

Assists in scanning, photocopying, and indexing source documents relating to TAS/DWITS.

Assists in processing telephone, written, and in-person requests or inquiries in accordance with federal and state laws as well as Patrol/division policies relating to TAS/DWITS records/information. Enters information regarding disseminated TAS/DWITS records into an internal TAS/DWITS log.

Provides basic technical assistance to Patrol personnel and criminal justice agencies regarding matters relating to TAS/DWITS as well as the Uniform Citation and Record of Conviction forms.

Assigns unique, sequential numbers obtained from TAS/DWITS to Missouri law enforcement agencies for inclusion on Uniform Citations.

Prepares written correspondence or emails relating to TAS/DWITS source documents or issues.

Assists with the annual Uniform Citation review conducted on each Patrol troop.

Alphabetizes, transports, files, and purges records/documents.

Makes elementary calculations following specific instructions.

Prepares reports, forms, lists, and other materials.

Operates standard office equipment (e.g. personal computer, printer, copier, calculator, telephone, typewriter, document scanner, etc.)

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of modern office practices, procedures, and equipment.

Ability to learn record entry, codes, and quality control policies, standards, processes and procedures, and database field specifications relating to the TAS/DWITS and apply that knowledge to daily work-related tasks.

Ability to develop a knowledge of the Record of Conviction and Uniform Citation form reporting requirements.

Ability to understand and interpret the Missouri Sunshine Law as well as state and federal laws and Patrol/division policies relating to the dissemination of arrest records.

Ability to understand and interpret Patrol policies and procedures relating to arrest reports, systems, and procedures.

Ability to learn the Missouri Uniform Law Enforcement System (MULES) and Department of Revenue vehicle and driver record systems as it applies to the Arrest Records Section.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to alphabetize, transport, process, file, and purge records/documents.

Ability to learn computer systems as well as the workflow of documents/data in relation to the TAS/DWITS.

Ability to sit in front of a personal computer and perform work related tasks for extended periods of time.

Ability to work independently as well as follow oral and written instruction.

Ability to exercise judgment and discretion and make decisions in accordance with laws, policies and regulations.

Ability to proofread and edit computer entries.

Ability to multi-task and prioritize assignments.

Possess basic rules of grammar and arithmetic.

Ability to establish and maintain records and files (both electronic and hardcopy).

Ability to work under pressure.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to perform work-related travel as needed.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possession of a high school diploma or equivalent,

AND

Completion of 60 college credit hours with an emphasis in Criminal Justice, Statistics, Business Administration, or related field OR two years experience in the field of criminal justice to include arrest records, prosecutor/court dispositions, and/or analysis of data, or a combination of two years education and experience in criminal justice. Individuals with law enforcement experience may be given preference.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

NECESSARY SPECIAL REQUIREMENTS: Must be able to obtain and maintain MULES certification within six months of hire date.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.