



**Classification:** PRD Technician III (Arrest Records)

**Title Code:** V00675

**Pay Range:** 20

**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. General 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 of 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, 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.

Performs quality control measures of records entered into TAS/DWITS and make necessary corrections to erroneous data.

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

Scans, photocopies, and indexes source documents relating to TAS/DWITS.

Processes 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/data. Enters information regarding disseminated TAS/DWITS records into an internal TAS/DWITS log.

Provides technical assistance to Patrol personnel, criminal justice agencies, computer consultants, etc. regarding matters relating to the TAS/DWITS as well as the reporting requirements of motor vehicle and/or boating crash reports.

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

Assists with the annual Uniform Citation reviews conducted on Patrol troops.

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

Processes voided Uniform Citations submitted through channels from applicable uniformed Patrol personnel.

Assists in training newly assigned personnel to the Patrol Records Division, Arrest Records Section. Prepares reports, forms, lists and other materials.

Makes elementary calculations following specific instructions.

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

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:** Knowledge of computer terminal and ability to operate as related to record entry and message routing.

Thorough knowledge of record entry, codes, and quality control policies, standards, processes and procedures, and database field specifications relating to TAS/DWITS

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

Thorough knowledge of the Record of Conviction and Uniform Citation form reporting requirements.

Thorough knowledge of Patrol policies and procedures relating to arrest reports, systems, and procedures.

Thorough knowledge of state laws and regulations relating to the reporting of records to the TAS/DWITS.

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

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

Knowledge of various forms of computer software (Excel, Outlook, Lotus, Word, etc.).

Ability to proofread and edit computer entries.

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

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

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 multi-task and prioritize assignments.

Possess basic grammar and arithmetic skills.

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

Ability to work under pressure.

Ability to compile and interpret statistical information.

Ability to demonstrate work techniques in the training of other employees.

Ability to perform work-related travel as needed.

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

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 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.)

Possess a Bachelor's degree in a related field, and two years work experience utilizing the knowledge, skills, and abilities associated with this position.

OR

Must have served two consecutive years as a PRD Technician II within the Missouri State Highway Patrol's Patrol Records Division, Arrest Records Section.

Individuals with law enforcement experience may be given preference.

**NECESSARY SPECIAL REQUIREMENTS:** Completion of a typing test.

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.