

**OFFICE OF PEACE OFFICER SELECTION**  
**SELECTION SUPPORT SECTION**  
**Office Technician (T)**  
**Duty Statement**

Under the direction of the Staff Services Manager I, Selection Support Section and Peace Officer Testing, the Office Technician, Typing, will be responsible for processing highly sensitive, highly confidential criminal record information for employees and entry-level peace officer candidates; working independently to perform general clerical duties to efficiently and effectively coordinate the administration of the Department's entry-level peace officer selection functions. Responsibilities include but are not limited to the following:

Duties include but are not limited to:

- 30% Receive and enter data into personal computer pertaining to live scan fingerprint forms received from hiring authorities statewide throughout the department; process criminal record information received from the Department of Justice (DOJ) for departmental employees and entry-level peace officer candidates.
- 15% Research No Longer Interested (NLI) notification documents received from hiring authorities statewide throughout the department; utilize a personal computer to enter NLI data in order to notify the DOJ to delete future notification to the department regarding subsequent arrests for current employees and contract workers. Process and research Subsequent Arrest and Firearm Prohibition notifications from hiring authorities statewide.
- 15% Back-up testing proctor for the written psychological examination and the written peace officer examination; perform various clerical duties; assist in developing procedures for processing candidates through the various examination phases; prepare, update, and revise office procedures; assist in developing the processes for scheduling candidates for each examination phase; assist in the evaluation of current procedures and make recommendations for enhancements.
- 15% Perform live scan fingerprinting of applicants; verify submitted paperwork packet for accuracy, correct order and completeness, enter personal information into secured database, and scan fingerprints. Inform applicant of when to expect call from investigator. Act as back-up when needed or in absence of Program Technician I for processing packets and entering information into database Tree and log sheet, give log sheet and packets to the Background Investigation Unit.
- 10% Answer telephone calls and greet the general public, direct calls to appropriate section, respond to general questions regarding the testing process. Provide information to hiring authority staff regarding fingerprint processing and results of criminal records search.
- 10% Receive, and sort incoming and outgoing mail for all sections of the Office; determine and apply postage to outgoing mail; prepare packages for shipment, via various postal carriers, selecting the most cost efficient carrier for all sections of the Office. Load boxes on a cart and stack in storeroom (must be able to lift boxes up to 50 lbs).

\_\_\_\_\_  
Personnel Approval      Date

Incumbent: \_\_\_\_\_  
Position No. 065-562-1139-002  
Revision Date: 01/12/11

5%      Sort and file live scan fingerprint forms, billing reports from DOJ and subsequent arrest notifications on current employees. Mail DOJ/FBI responses to hiring authorities statewide. Maintain up-to-date desk procedures.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**