
Personnel Approval

Date

Incumbent: _____

Position No. 065-563-9927-003

Revision Date: 01/12/11

**OFFICE OF PEACE OFFICER SELECTION
NORTHERN TESTING CENTER
Program Technician I
Duty Statement**

Under the supervision of the Staff Services Manager I (SSMI), Office of Peace Officer Selection, the Program Technician will assist in performing the more technical duties associated with the processing of applicants through the written, and physical abilities testing processes, and provide administrative support to the SSMI relative to the daily operation of the Testing Center.

Duties include but are not limited to:

- 35% Processing applicants through the examination process; reviewing completed candidate paperwork to ensure it is complete; assist in training staff in various examination and selection processes. Rescheduling test date and times for a candidate's written examination, written component of the Peace Officer Psychological Evaluation (POPE), and Physical Abilities Test, utilizing applicant databases and Microsoft Outlook calendars Provide back-up assistance to testing proctor, as needed.
- 30% Performing the technical work related to the examination process; assist in developing proctor instructions for written tests; assist in developing procedures for processing applicants through the various examination phases; preparing and updating office procedures; evaluating current procedures and making recommendations for enhancements. 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. Complete processing of packets and enter information into database Tree and log sheets, give log sheet and packets to the Background Investigation Unit.
- 20% Performing general office typing, word processing, spreadsheet and database applications to develop forms, workload tracking sheets, status reports and other documents relative to the processing of applicants; preparing and typing responses to written inquiries and appeals regarding the examination process; referring sensitive and/or complex inquiries to the SSMI; researching examination issues relative to such inquiries. Set-up background investigation files.
- 10% Performing program support duties, i.e. - ordering equipment and supplies and maintaining inventories as needed for the performance of testing functions; maintain up-to-date desk procedures.
- 5% Performing other clerical duties as assigned.

Employee Signature

Date

Supervisor Signature

Date