

## POLICE RECORDS TECHNICIAN

### NATURE OF WORK

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

Work involves processing and interpreting various police generated reports and legal documents while ensuring accurate entry of information into the Criminal Justice Information System and appropriate release of criminal history information and police reports to outside agencies and the general public. Supervision is received from an administrative superior with work being reviewed in the form of accuracy, effectiveness, and departmental standards.

### EXAMPLES OF WORK PERFORMED

Operates specialized computer information systems, such as the Criminal Justice Information System, Nebraska Criminal Justice Information System, and National Crime Information Center, to retrieve and/or enter and modify data.

Communicates and responds to inquiries from court personnel, attorneys, law enforcement agencies, and the general public via various communication technologies; coordinates schedules of the court and officers.

Maintains all case files and confidential information; reviews and verifies citation charge codes and incident report codes for reporting to the federal government; reviews, enters, and updates all data for police reports.

Reviews police reports to determine case status and ensure cases are classified following the National Incident Based Reporting System for Federal Uniform Crime Reporting; maintains integrity and accuracy of police reports subject to audit by Nebraska Commission on Law Enforcement and Criminal Justice.

Processes probable cause affidavits, juvenile referrals, search warrant returns and lost/stolen/recovered items; processes and authorizes or denies applicants for taxi licenses and peddler permits.

Releases and disseminates criminal history information and police reports in accordance with applicable laws for law enforcement information and public information; sells designated reports and permits.

Assists officers at the officer counter and serves other agencies and citizens at the public counter; notarizes documents for officers and the public.

Transcribes dictated police reports, statements, recorded phone conversations, and body worn and in-car camera videos using various digital software mediums in a confidential, professional and accurate manner.

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 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 professionally and effectively both orally and in writing with co-workers, outside agencies, and the general public.

Skill in the rapid and accurate transcription of dictation.

Skill in critical thinking and ability to interpret and code documents.

Skill in the operation of various office equipment and computer software.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with six months of experience in maintaining computerized record systems; 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.

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