

Police Data Technician I

Definition

Under supervision operates alphabetic and numeric data entry equipment; classifies, codes and inputs a wide variety of law enforcement data.

Essential Duties and Responsibilities

- Operates computer keyboard to enter data into state, local and nationwide law enforcement computer systems;
- Enters property, merchandise, descriptions, codes, etc. from a variety of source documents;
- Reviews documents for complete information and corrects discrepancies and errors;
- Selects proper format for entry into various law enforcement systems;
- Reviews time sheets for accuracy and enters data into payroll computer system;
- Maintains accurate files of documents processed.

Nonessential Duties and Responsibilities

- Performs clerical tasks such as answering telephone and record keeping;
- Performs related work as required.

Supervision

Supervision is received from Police Records Manager or Public Safety Services Manager; no supervision is exercised.

Employment Standards

Knowledge of:

- Data entry practices and procedures;
- General office procedures and use of standard office machines and equipment, including computers;
- Principles of customer service.

Ability to:

- Operate computer keyboards with speed and accuracy;
- Determine appropriate data format;
- Perform routine, repetitive tasks with high degree of manual dexterity and accuracy;
- Work cooperatively with others and contribute to a successful team effort;
- Type or keyboard at a rate of 50 net words per minute;
- Read, interpret and apply documents such as MOUs, penal and vehicle codes, departmental policies and procedures;
- Learn appropriate terminology, codes and abbreviations;
- Demonstrate an awareness and appreciation of the cultural diversity of the community.

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Education and Experience - Graduation from high school or equivalent and two years experience performing responsible clerical duties, which included data entry.

License and Other Requirements - Must be willing to work assigned days and shifts, including swing shift and weekends.

In addition to the above, essential functions of the position require the following physical, environmental and communication demands:

PHYSICAL: **Continuous** sitting, reaching at shoulder height, pushing/pulling; downward flexion of neck, side-to-side turning of neck; lifting objects weighing up to 10 lbs. at waist and chest level and transporting distances up to 15 feet; fine finger dexterity to operate computer keyboard and other office equipment; pinch grasp to manipulate writing materials, papers, files, and other office materials; **occasional** walking, standing, bending and stooping, squatting, climbing stairs, reaching above shoulder height, upward flexion of neck; lifting objects weighing up to 10 lbs. below waist, at and above shoulder level and transporting distances up to 15 feet; **infrequent** kneeling, balancing above ground on step stool, twisting at waist.

ENVIRONMENTAL: Exposure to: possible electrical or tripping hazards from wires, cords and cables; occasional fumes and odors of backup generator, sewer gas from drain backups; excessive dust from papers, particularly when documents are being shredded. Work environment is informal, both team and autonomy oriented, having routing tasks, with variable pace and pressure. Work is performed in a normal office environment in a small room in close proximity to coworkers. Work schedule is 80-hour pay periods, with unscheduled breaks. Overtime may occasionally be required due to workload. Incumbents may be required to work swing shift and/or weekends.

COMMUNICATIONS: **Vision** (may be correctable) to see writing, computer input and screens, **writing** to complete forms and affix signature to legal documents; **reading** computer screens, source documents, manuals, vehicle and penal codes, departmental policies and procedures.

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Revised By
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