

POLICE DATA SPECIALIST

DEFINITION

To operate an on-line computer to input and retrieve law enforcement data in local, city and federal law enforcement automated systems; to determine completeness and accuracy of data; and to obtain missing information and correct data from appropriate sources to ensure quality control.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but not limited to, the following:

Code, verify, enter and retrieve law enforcement data in local, City, state and federal law enforcement automated systems according to specified procedures and regulations.

Gather various police reports, such as crime incident, arrest, and stolen/ recovered vehicle reports and other police related documents; determine completeness and accuracy of data contained in relation to data entry system requirements, and obtain missing or corrected data from appropriate sources to ensure quality control.

Update revised data in database systems as cases progress.

Research information such as criminal history, stolen property, firearms and missing persons in various computer systems as required.

Scan and route documents and assist with maintenance of the Police Department's Laserfiche system.

Attend to a variety of office administrative details such as ordering supplies, arranging for the repair of equipment, transmitting information and keeping reference materials up to date.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related work as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Applicable laws, rules, and regulations relating to law enforcement records.

Law enforcement codes and terminology

Basic computer skill and various computer software.

Database principles and applications.

Correct English language usage, including spelling, grammar and punctuation.

Ability to:

Enter and verify data with a high degree of accuracy.

Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Recognize and correct input errors.

Maintain the confidentiality of information as prescribed by law.

Organize, prioritize and coordinate work activities.

Work independently and multi-task.

Type at a speed of 45 Net Words Per Minute.

Interpret rules, policies, procedures, and administrative orders.

Pass detailed background investigation.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of data entry experience in a law enforcement setting.

Training:

Equivalent to the completion of the twelfth grade.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

8/01

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