

CITY OF CHATTANOOGA

Classification Specification Title: Police Information Center Tech 2

Department: Police

Pay Grade: GS.05

Supervision Received From: Police Info Center Manager

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

**Reviewed Dates: 4/3/25;
10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing activities related to reviewing and analyzing data entered into the police records database for accuracy. Duties include reviewing police reports for completeness and proper coding, assisting other agencies, compiling data for statistical purposes and training subordinate staff on data entry procedures and practices. Work is performed under limited supervision.

SERIES LEVEL: The Police Information Center Technician 2 is the second level of a four-level police records series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Serves as a trainer to lower level positions for data entry of report entry.

Reviews, analyzes, corrects and approves various reports and documents generated from data entered into applicable computer systems which include verifying classification and offense codes; verifying and assigning classification codes for arrests, warrants, and complaints; correcting reports containing inaccurate or incomplete information and performing other related activities.

Processes arrest reports which include verifying names, addresses, complaint numbers, victims, offense dates, court dates and other applicable data contained in computer systems; checking records of calls to applicable addresses and performing other related activities.

Performs a variety of clerical activities in support of section operations which includes answering telephones; assisting callers and visitors; filing and performing other related activities.

Compiles and compares various reports to ensure the accuracy, completeness, and validity of information; ensures reports are submitted in a timely manner.

Researches and resolves problems with reports; researches records to assist detectives, officers and/or other applicable individuals. Coordinates activities with other departments and external agencies; verifies authorizations for disclosure or release of records and reports; processes records requests; coordinates with other departments or jurisdictions in confirming, locating and obtaining records.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

Analyst responsibilities which involve troubleshooting any problems. Communication with TBI, 911 Communications TAC Kim Kinsey to ensure that all expungements have been deleted from our records. When necessary, an Administrative Letter of Expungement may be needed, it should be sent to the TBI TICS Unit. On a daily basis, locate docket number in the CJIS system, when it does not appear on the original order of expungement.

Duties also include all training on expungements.

MINIMUM QUALIFICATIONS: High School Diploma or GED and three (3) years of related police records experience, including prior criminal information system experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Knowledge of modern office equipment and procedures; customer service principles; records management principles and practices; data analysis methods and police terminology. Skill in providing customer service; analyzing data for completeness and accuracy; using a computer and related software applications; operating modern office equipment; keyboarding; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oil, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.