



Classification: PRD Technician II (Arrest Records)

Title Code: V00674

Pay Range: 18

POSITION SUMMARY: This position is responsible for receiving, processing, and disseminating arrest, prosecutor, and court disposition information relating to the Traffic Arrest System/DWI Tracking System (TAS/DWITS). Personnel process incoming manual and electronic records based on various report standards/rules and/or database field specifications, return incorrect or incomplete records, review existing records for conflicting and/or erroneous information, and answer technical questions pertaining to the aforementioned systems as well as reporting requirements of the Record of Conviction and Uniform Citation. Personnel also process requests for TAS/DWITS records/data in accordance with federal and state laws and Patrol/division policies as well as assign unique, sequential numbers for inclusion on Uniform Citations. General supervision is provided by a supervisor who reviews work for overall completeness, accuracy, and adherence to schedules.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Processes incoming mail and answer phones for the Patrol Records Division Patrol, Arrest Records Section.

Reviews, codes, enters, and/or updates electronic and manual records into the Traffic Arrest System/DWI Tracking System (TAS/DWITS) in accordance with various rules and/or database specifications.

Performs quality control measures of records entered into TAS/DWITS and make necessary corrections to erroneous data.

Returns incorrect, incomplete, or duplicate source documents submitted for inclusion into TAS/DWITS to the applicable submitting agency or officer.

Assists in scanning, photocopying, and indexing source documents relating to TAS/DWITS.

Assists in processing telephone, written, and in-person requests or inquiries in accordance with federal and state laws as well as Patrol/division policies relating to TAS/DWITS records/data. Enters information regarding dissemination TAS/DWITS records into an internal TAS/DWITS log.

Provides technical assistance to Patrol personnel, criminal justice agencies, computer consultants, etc. regarding matters relating to TAS/DWITS as well as the Uniform Citation and Record of Conviction forms.

Prepares written correspondence or emails relating to TAS/DWITS source documents and/or issues.

Assists with the annual Uniform Citation reviews conducted on each Patrol troop.

Assigns unique, sequential numbers obtained from TAS/DWITS to Missouri law enforcement agencies for inclusion on Uniform Citations.

Processes voided Uniform Citations submitted through channels from applicable uniformed Patrol personnel.

Assists in training newly assigned personnel to the Patrol Records Division, Arrest Records Section.

Makes elementary calculations following specific instructions.

Alphabetizes, transports, files and purges records/documents.

Prepares correspondence, reports, forms, lists and other material.

Files correspondence and source documents accordingly.

Operates standard office equipment (e.g. personal computer, printer, copier, calculator, telephone, typewriter, document scanner, etc.)

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of modern office practices, procedures, and equipment.

Working knowledge of record entry, codes, and quality control policies, standards, processes and procedures, and database field specifications relating to TAS/DWITS.

Working knowledge of the Missouri Sunshine Law as well as state and federal laws and Patrol/division policies relating to the dissemination of arrest records.

Working knowledge of the Record of Conviction and Uniform Citation form reporting requirements.

Working knowledge of Patrol policies and procedures relating to arrest reports, systems, and procedures.

Working knowledge of state laws and regulations relating to the reporting of records to the TAS/DWITS.

Working knowledge of the Missouri Uniform Law Enforcement System (MULES) and Department of Revenue vehicle and driver record systems as it applies to the Arrest Records Section.

Working knowledge of computer systems as well as the workflow of documents/data in relation to the TAS/DWITS.

Knowledge of various forms of computer software (Excel, Outlook, Lotus, Word, etc.).

Ability to proofread and edit computer entries.

Ability to sit in front of a computer terminal and perform work related tasks for extended periods of time.

Ability to alphabetize, transport, file, and purge records/documents.

Ability to work independently as well as follow oral and written instruction.

Ability to exercise judgment and discretion and make decisions in accordance with laws, policies and regulations.

Ability to multi-task and prioritize assignments.

Possess basic grammar and arithmetic skills.

Ability to work under pressure.

Ability to compile and interpret statistical information.

Ability to demonstrate work techniques in the training of other employees.

Ability to establish and maintain records and files (both electronic and hardcopy).

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to perform work-related travel as needed.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a Bachelor's degree in a related field.

OR

Must have served two consecutive years as a PRD Technician I within the Missouri State Highway Patrol's Patrol Records Division, Arrest Records Section.

Individuals with law enforcement experience may be given preference.

NECESSARY SPECIAL REQUIREMENTS: Completion of a typing test.

Must be able to obtain and maintain MULES certification within six months of hire date.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.