

City of San José

SENIOR POLICE DATA SPECIALIST (1185)CLASS PURPOSE

Under general supervision, is responsible for training and supervising staff on assigned shift. Supervises and performs specialized law enforcement technical work utilizing automated law enforcement data systems requiring extreme accuracy. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Assign, schedule, direct, discipline, and evaluate the Police Department non-sworn staff and their work on an assigned shift in one or more of the major sections of the Operations Support Services Division such as Warrants, Fingerprints, Services and Communications, Report Processing, and Vehicle Records. Assure adequate staffing.
- Train staff to operate equipment and to access and use all data bases in multiple computer systems.
- Supervise maintenance of automated and manual data systems containing varied confidential law enforcement and criminal justice information.
- Ensure accuracy of data entered and quality of data retrieved and reported to eligible requestors.
- Receive and respond to subpoenas to ensure compliance. Control release of information.
- Ensure security of monies collected.
- Prepare reports and other communications to staff and O.S.S.D. supervisors.
- Develop procedural manual and apprise staff of updates, DOJ mandates, and departmental policies and practices through oral and written communications.
- Supervise all duties of a Police Data Specialist, delegating assignments to ensure smooth operation of assigned sections.
- May perform the duties of a Police Data Specialist as necessary.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class are responsible for supervising law enforcement data entry and retrieval within the Police Operations Support Services Division. Incumbents supervise and train staff to perform a variety of specialized police support operations. This class differs from Police Data Specialist II in that the latter does not have supervisory responsibilities, and differs from Supervising Police Data Specialist in that incumbents of that class have full supervisory responsibility for records operations on an assigned shift and for a specialized area.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of a variety of automated and manual law enforcement information systems.
- Knowledge of code languages used in automated law enforcement systems.
- Knowledge of Police Department procedures and policies.
- Knowledge of laws, codes and regulations relevant to police operations and confidentiality.
- Knowledge of principles and practices of supervision.
- Ability to enter, update, release, and retrieve information with a high degree of accuracy using a variety of automated systems and to verify the work of others.
- Ability to interpret laws, regulations, and procedures and to ensure compliance in all areas of responsibility.
- Ability to establish and maintain effective relationships with others.
- Ability to communicate effectively, both orally and in writing.

Competency Knowledge, Skills, and Abilities

- Knowledge of the information needs and objectives of users of law enforcement data.
- Ability to supervise specialized law enforcement data processing and identification work.
- Ability to train, direct, assign, and evaluate staff effectively.
- Ability to resolve problems, make effective decisions, and take appropriate actions in a variety of work situations.
- Ability to resolve difficult operating problems in using varied computer information systems.

Education

Completion of high school.

Experience

Two (2) years of journey level experience with the entry and retrieval of law enforcement data and identification through a full range of automated police information systems.

Allowable Substitutions

None.

(Formerly Police Data Specialist Supervisor)

(Formerly Senior Police Records Clerk)

(5/21/80), (Rev. & Ret. 9/12/89), (Rev. & Ret. 3/14/97), (Rev. 9/97)

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