

INTAKE PROCESSING TECHNICIAN I

NATURE AND VARIETY OF WORK

This is entry-level para-professional and technical work involving the processing of individuals who have been arrested, detained or surrendered themselves for warrant service. Incumbents frequently work under intense law enforcement situations and typically have direct contact with persons admitted to a facility. Work is routine, regulated by departmental policies and procedures and provides opportunities for the use of independent judgment, except in emergency situations. Work is subject to close supervision and constant observation by a sworn officer. Upon the satisfactory completion of a probationary period entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists in processing of persons who have been arrested, detained or surrendered themselves for warrant services.

Assists in performing warrant checks to determine if suspect is also wanted by another law enforcement agency on unrelated charges.

Assists in conducting fact finding interviews with persons admitted to the processing area, in order to extract and verify information for the completion of applicable forms (e.g., arrest reports, classification forms, property cards, phone cards, etc.).

Observes and monitors processing area to ensure the safety and security of the area; recognizes circumstances which require the special attention of a sworn officer.

Performs a visual examination of arrested persons to assure there are no visible wounds or abrasions that should be treated by a physician.

Prepares routine reports, maintains logs and records unusual incidents for corrective action or future reference.

Collects logs and stores personal property of persons admitted to the processing area.

Assists in photographing and fingerprinting facility admittees to ensure their proper identification.

Answers routine inquiries regarding departmental rules, regulations and functions relative to the processing function.

Assists in entering and extracting data from a computer terminal using multiple data base systems.

Conducts periodic head counts of persons held in custody within the facility to ascertain accurate accountability.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category, and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Some knowledge of law enforcement techniques.

Knowledge of basic computer entry/retrieval techniques.

Some knowledge of fingerprinting and photography techniques and practices.

Ability to exercise good judgment in controlling persons, individually or in groups, some of whom may be emotionally or mentally disturbed or unruly.

Ability to act quickly, calmly, and effectively in stressful and emergency situations.

Ability to communicate both orally and in writing.

Ability to maintain records and logs and prepare routine reports.

Ability to effectively use fingerprinting and photography equipment.

Good observation skills.

MINIMUM QUALIFICATIONS

High school diploma or equivalent GED, plus one (1) year of law enforcement related work; or an equivalent combination of education and experience.

3513 – Intake Processing Technician I

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