Job Vacancy

Class Title:	Police Records Technician/GCIC Operator
Salary:	$16.97 - $25.45 (hourly)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

Assists with entering and retrieving information into the GCIC and NCIC databases.

ESSENTIAL FUNCTIONS

Compiles and analyzes data gathered on warrants, missing persons, vehicles, stolen license plates, stolen guns, and boats.

Verifies the accuracy and completeness of entered information.

Cancels and clears NCIC/GCIC entries as appropriate.

Modifies NCI/GCIC entries as appropriate.

Compiles and analyzes data gathered from NCIC/GCIC for criminal history requests.

Assists the public, and law enforcement agencies, with requests for accident and incident reports, citations, record restrictions, and general questions and concerns.

Distributes NCIC/GCIC information to appropriate personnel.

Assists in the training of personnel on NCIC/GCIC policies and procedures.

Maintains NCIC/GCIC file retention limits and logbooks.

Receipts monies; files documents; shreds documents.

Reviews GCIC Bulletins.

Attends the annual CJIS Symposium.

Assists with annual GCIC audit.

Redacts reports in accordance with the Open Records Act.

Assists with compiling citation court dates and statistics for accident reports, citations, and warnings.

E911 Communications/GCIC Officer

Attends seminars, schools, and training sessions dealing with various related activities as required.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; twelve (12) months of experience in clerical and general office work or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES AND CERTIFICATIONS

Must possess and maintain a valid State of Georgia valid driver's license (Class C)

Must possess (or obtain within 60 days of hire) and maintain a CJIS Network Operator and GCIC Criminal Justice Information System certifications.

PHYSICAL DEMANDS

The work is typically performed in an office where the employee is intermittently sitting, standing, walking, bending, crouching, or stooping.

WORK ENVIRONMENT

The work is regularly performed without exposure to adverse environmental conditions.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

How to apply:

Applicants MUST submit BOTH the Employment Application AND Background Consent Form.

Applications received which do not have BOTH the Employment Application AND Background Consent form attached will NOT be considered

Application for Employment and Background Consent Form (Online)

Fair Credit Reporting Act