

PROGRAM TECHNICIAN
(Albany Police Department)

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing moderately complex work assignments involving the Albany Police. This work is highly confidential and is performed under the general direction of the Lieutenant or Sergeant in charge, although the incumbent may also report to the Commander of the Detective Office. A basic knowledge of the penal law is essential to the retrieval and entry of database information, particularly due to the sharing of computerized files between APD and Federal, State and Local agencies. Supervision over others is not typical of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

When assigned to the Warrant Control Unit:

- Logs all warrant entries and withdrawals from the New York Statewide Police Information Network (NYSPIN) system;
- Maintains the APD warrant files;
- Assists in the development of the Warrant Control Program and suggests procedural changes as needed;
- Searches or queries Department of Motor Vehicles databases for stolen property and weapon checks;
- Expunges warrants as directed by the District Attorney's Office;
- Coordinates efforts to carry out warrants for outside departments;
- Assists in the day-to-day program operations;
- Assists in the daily assignment of warrants for execution by police officers;
- Assists detectives with information retrieval from Departmental database, NYSPIN and Motor Vehicles records;
- Maintains database to track Albany Police Department arrests through adjudication;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

When assigned to the Automated Traffic Control Unit:

- Ensures compliance with City of Albany Traffic Rules and Regulations, as well as relevant state and federal laws;
- Examines and evaluates images and data captured by automated enforcement cameras;
- Verifies the accuracy of traffic violation evidence and ensures that the citation details are correct;
- Monitors the operation of automated camera enforcement systems to ensure proper functionality;
- Coordinates with technical support for the maintenance, calibration, and repair of camera systems;

- Maintains accurate records of processed violations, including accepted and rejected citations;
- Prepare reports and summaries regarding the performance of the automated enforcement system and the outcomes of violation reviews;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of New York State laws relative to law enforcement, with emphasis on penal code and criminal procedure laws;
- Good knowledge of Department policies and procedures;
- Good knowledge of personal computers and office equipment;
- Strong analytical skills and attention to detail;
- Proficiency in using computer systems and software related to camera operation and data processing;
- Ability to handle sensitive information with discretion and maintain confidentiality;
- Ability to organize and maintain accurate records and files;
- Ability to analyze and organize data;
- Ability to handle multi-task situations, but also possess an attention to detail;
- Ability to learn different computer applications, and to maintain computerized files;
- Ability to develop effective working relationships and deal diplomatically with the public, subordinates and other work contacts;
- Ability to work effectively in a fast-paced environment;
- Ability to understand and interpret complex oral and written instructions;
- Ability to express oneself clearly and concisely;
- Courteous;
- Tact and diplomacy;
- Reliability;
- Accuracy;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Possession of an Associate's Degree and one (1) year full-time paid clerical or data entry experience, preferably in the criminal justice field; **OR**
- b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid clerical or data entry experience, preferably in the criminal justice field; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL NOTE: Incumbent must be able to obtain NYSPIN certification within six (6) months of appointment.

Revised: 09/26/2001
10/30/2003
10/01/2024
03/26/2025