

PROGRAM TECHNICIAN - WARRANT CONTROL

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing moderately complex work assignments involving the Albany Police Department's warrant files. 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)

- 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.

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;
- 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;

SEE REVERSE SIDE

- 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) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and one (1) year full-time paid experience in database maintenance, analysis and reporting, 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 experience in database maintenance, analysis and reporting, 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.

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

Rev: 10/30/03
9/26/01