**Class Summary**

The responsibilities of this class include providing support to the in-custody identification process by researching and validating booking and arrest information. They provide information to the Washington State Patrol (WSP) in a timely manner, via the fingerprint record, for the purpose of creating complete and accurate state and federal criminal records.

**Distinguishing Characteristics**

This is a single level classification in support of a regional criminal identification program. Incumbents provide specialized criminal history information and system support to the identification duties of the department in a time critical fashion. Work involves independent judgment of complex and sensitive information, a clear understanding of multiple criminal/court/program specific codes and skill in applying office guidelines and methods.

This classification is distinguished from the Sheriff Records Specialist in that incumbents in the Sheriff Records Specialist classification apply specialized law enforcement and criminal justice records management systems knowledge and skills to support the records management functions for the Sheriff’s Office.

**Examples of Duties**

1. Establish, maintain, code, modify, track and/or retrieve information and compile criminal history records that may require information searches through agency case files, court records, or computer files, including spreadsheets and/or customized database applications. Enter, obtain and/or verify information and ensure content of arrest record follows established methods and guidelines.
2. Audit and validate locally entered information by performing computer inquiries to verify, cross-reference, enter, remove and modify computerized information.
3. Research specialized or technical information, which may require contacting various courts, agencies, precincts, detectives and the Prosecutor’s Office.
4. Ensure delivery of specific arrest event data to appropriate courts of jurisdiction for the purpose of establishing the association between criminal arrest data, as reported to the WSP, and final court case disposition.
5. Protect confidentiality of information by ensuring criminal history is disseminated only to appropriate law enforcement and criminal justice personnel, following appropriate procedures.
6. Provide specialized and technical program-specific information to internal and external customers. Communicate to establish program-specific documentation and/or identify services needed.
7. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of a variety of agencies (local, state, national) responsible for maintaining and tracking Criminal History Record Information and applicable federal and state laws and procedures regarding the identification process

Knowledge of general office procedures, principles and practices, including manual and electronic filing and basic math/arithmetic skills

Knowledge and skill in documenting process and work flows

Knowledge of proper inked and Livescan fingerprint techniques

Skill in maintaining the confidentiality and integrity of sensitive Criminal History Record Information, providing reliable information in a timely and confidential manner and refraining from unlawful disclosure of confidential and sensitive data

Skill in documenting and preparing detailed and technical instructional materials

Skill in handling multiple competing priorities and working independently

Skill in analytical thinking, problem solving and conflict-resolution

Ability to communicate effectively and professionally, in person and in writing

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

This is a Civil Service classification. All incumbents must be United States citizens and be able to read and write the English language. Offers of employment are contingent on passing both a thorough background investigation and polygraph examination

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Civil Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 01/2005 – Created10/2007 – Changed font, format, and updated content2/2016 – Updated format |