

Job Class Code: 7371	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The primary purpose of this job classification (class) is to maintain the department's VCIN/NCIC computer and filing systems, to make entries into the systems and to provide cross-checks and validations on all departmental entries. The class is responsible for operating computers, resolving problems, entering data, verifying data, producing reports and assisting users. The class works within a general outline of work to be performed and work is performed under general supervision.

TYPICAL TASKS

- Maintains the units organized file system for all VCIN/NCIC entries.
- Enters items and people into the Virginia Criminal Information Network (VCIN).
- Enters felony and misdemeanor warrants into the computer system within the designated time standard established by the State Police.
- Does some VCIN entries by telephone. Conducts problem resolution by telephone regarding VCIN issues/problems.
- Works with Courts in regards to service and/or entry of protective orders.
- Cross-checks and validates Departmental VCIN entries.
- Trains Department personnel in VCIN operations (when applicable).
- Accurately records, notifies, corrects and advises on all VCIN problems discovered.
- Performs routine office tasks, such as typing, filing, faxing, telephoning and copying.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.
Interpersonal/People Involvement	Assists unit by aiding in determining work procedures, maintains harmonious relations, and promotes efficiency.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public, people in other organizations, and presents training; composes original reports, training and other written materials, uses proper language, punctuation, grammar, and style.
Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressures.
Decisions/Supervisory Control	Guides others, making frequent decisions affecting the individual, co-worker and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in data entry or a closely related field.
---	--

Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience to include at least 6 months in VCIN operations and law enforcement.
Special Certifications and Licenses	Requires an "A" level VCIN operator certification within 30 days of hire. Must be a United States citizen or a lawful resident for the past 10 consecutive years. Possession of a current "A" level VCIN operator certification or having possessed one in the past five years is preferred.
Special Requirement	This job classification provides service to the community on an 18-hour basis during various hours of the day and night. In order to accommodate this 18-hour service, this job class is required to work on rotating schedules, which includes working weekends and holidays, and may involve work in excess of regularly scheduled hours (overtime) when required by operational necessity.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.