

<b>Job Class Code: 7016</b>	<b>FLSA Status: Non-Exempt</b>
<b>Pay Basis: Annual</b>	<b>EEO Category: 4</b>

**GENERAL DESCRIPTION**

The purpose of this class is required to research various criminal justice system databases, primarily the Virginia Criminal Information Network (VCIN), to follow-up and update property that has been entered by the Chesapeake Police Department. This class will conduct research involving police reports and the various databases to help make a determination concerning the disposition of property. This class works a general outline of work to be performed; independently plans and reports progress through periodic conferences, meetings, and audits. **SPECIAL REQUIREMENT(S):** Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**TYPICAL TASKS**

- Support the Investigations Section by performing research in numerous computer databases.
- VCIN validation of reported stolen property.
- Ensures Pawn Shop compliance and makes LEADS online entries.
- Provides customer service and fields phone calls for the Criminal Investigations Section.
- Customer contact and follow-up on return of recovered firearms.
- Review offense reports for stolen property entry compliance.
- Provide the Commonwealth Attorney's Office with offense reports when requested for case review.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
<b>Reasoning Requirements</b>	Performs skilled work involving rules/systems but solves problems almost constantly.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style.
<b>Mental Requirements</b>	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

**KNOWLEDGE, SKILLS, AND ABILITIES**

<b>Knowledge</b>	Knowledge of VCIN/NCIC entry guidelines, pawn shop compliance regulations, and previous law enforcement experience/knowledge (2 years minimum)
<b>Skills</b>	Customer Service, data entry, VCIN/NCIC certification (may be attained after hired), operation of telecommunication systems, working knowledge of Word, Excel, Outlook, and other software programs.

<b>Abilities</b>	Ability to research multiple data bases and process, add, or remove data based on received information/outcomes. Public speaking, customer service, provide answers to complex questions concerning compliance and dispositions of VCIN/NCIC entries.
------------------	---

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	High School diploma or equivalent, completion of a DCJS certified law enforcement academy. Education concentration in Psychology, Criminal Justice, or Administration of Justice
<b>Experience</b>	2 or more years experience as a law enforcement officer
<b>Special Certifications and Licenses</b>	Retired or currently sworn law enforcement officer, VCIN/NCIC certified operator (may be obtained after hired)

**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 functions for a given position in a classification.*