

**\*\* This message is authorized by Captain John Campanella, Director of Human Resources \*\***



**JOB POSTING:**      **Bi-Lingual Spanish Speaking Criminal History Technician I  
Criminal History Section**

**LOCATION:**            **State Bureau of Identification – Dover 1 position  
State Bureau of Identification – Georgetown 1 position**

**SALARY:**             **pg 5, \$26,201**  
This is a career ladder position.

**JOB OPENING:**      **October 15, 2015**                      **JOB CLOSING:**      **November 2, 2015**

**NATURE AND SCOPE:**

This class is the full performance level clerical position assigned to the State Bureau of Identification responsible for coding, inputting and processing sensitive and confidential criminal reports and criminal history reports and criminal history requests.

**PRINCIPLE ACCOUNTABILITIES:**

Collects, assembles, and performs quality assurance review or entry on criminal reports, final dispositions and name index information into Delaware's computerized criminal justice files.

Performs criminal history background investigations/expungements for various agencies and individuals. Determines what information is required for specific requests according to dissemination laws. Uses the computerized and manual files to retrieve the information.

Visually scans documents, classifies and codes appropriately for data entry.

Files source documents for future referral and retrieval and retrieves source documents for various purposes.

Writes receipts and handles revenue when a fee is involved for the requests being processed. May cover receptionist area responsible for walk-in customers.

Performs related work as required.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general office practices and procedures involving filing and record keeping.

Ability to use a variety of office equipment, including personal computers, copier, fax machine etc.

Ability to learn and abide by the legal and other regulatory provisions governing the sensitive and confidential nature of the work.

Ability to learn proper coding applicable to criminal history, criminal arrest reports and complaint reports.

Ability to learn Delaware Criminal Code and federal laws dealing with criminal history records.

Ability to deal tactfully with government, public agencies and individuals.

#### MINIMUM QUALIFICATIONS:

High school graduate with training in data entry and typing and six months experience in a data entry office environment. Fluent in Spanish.

\*The State of Delaware - An Equal Opportunity and Affirmative Action Employer\*