

Posting details are provided below:

TITLE:	Public Safety Data Services Assistant I
REQUISITION ID:	33276
PAY RANGE:	G.14, \$31,075.20 - \$45,531.20
SPECIAL INSTRUCTIONS:	Individuals applying to this posting will be considered for the current vacancy and any future PSDSA I vacancies through September 30, 2021 or until the eligibility listing is exhausted. We hope to complete the initial application review by early April 2021.

**DESCRIPTION:**

The Records Unit of the Support Division employs thirty civilians and several sworn personnel. The Public Safety Data Services Assistant I (PSDSA I) position reports to the Support Services Supervisor and is engaged in work pertaining to the processing of warrants, protective orders, and transactions through the Virginia Criminal Information Network (VCIN) and the National Criminal Information Center (NCIC).

**Duties of the PSDSA I** include: providing data entry, searching and retrieving information into/from VCIN, NCIC and the police records management system as well as other state and federal databases, in accordance with established regulations; receiving, organizing, and disseminating information and inquiries coming into the office, ensuring that appropriate deadline requirements are met; researching and verifying information pertaining to specific records to reduce duplication and ensure accuracy in compliance with state and federal audit standards; as appropriate, evaluating records (such as protective orders or warrants) and seeking clarification from the issuing entity (court or other law enforcement agency).

The **assigned work schedule** may be day, evening or midnight shift and weekend work is required. (Days off will be assigned for the middle of the week rather than the traditional Saturday/Sunday weekend.) After the initial training period, employees are assigned to a shift based on where the vacancy exists. Then, twice a year, employees submit their shift preference through a bid process which determines shift assignments based on seniority and also competency level in the three work areas (VCIN/NCIC transactions, protective orders and warrants). The day and evening shifts schedules are five 8-hour days/week. The midnight shift is four 10-hour days/week. Employees must be able to work various shifts, weekends and some holidays in response to operational needs (with reasonable notice).

The selected applicant will be eligible for **career progression** to the Public Safety Data Services Assistant II position classification (5% pay increase) upon demonstrating competency and proficiency in VCIN/NCIC as well as processing warrants or protective orders (typically after two years as a PSDSA I).