

SNOHOMISH COUNTY JOB DESCRIPTION

LAW ENFORCEMENT TECHNICIAN

Spec No. 6108

BASIC FUNCTION

Responsible for assisting the public and law enforcement officers in locating information and answering procedural civil and record unit questions. Enters and retrieves information in various law enforcement computer systems. Processes civil and criminal documents, licenses and forms.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists law enforcement personnel and the public, in person and on the telephone, by providing information; answers questions and explain services; confirms criminal justice data in accordance with laws and policies.
2. Enters, maintains and retrieves data in various law enforcement computer systems; creates and updates format, documents and manuals as necessary.
3. Receives, researches, processes and issues permits, licenses, analyzes information for legal forms and reports; reviews documents for accuracy and completeness prior to forwarding to appropriate office; fingerprints citizens and sex offenders as requested.
4. Establishes and maintains office filing system; enters data on office records manually and/or on computer terminal; purges files in accordance with statutes and office policy.
5. Assists with setting up extraditions and cooperative transports; prepares paperwork for service of civil papers; researches and verify information for criminal investigations.
6. Collects fees for licenses and permits; makes change accurately; balances fees.

STATEMENT OF OTHER JOB DUTIES

7. May set up photomontages for officers as requested.
8. May assist in training other employees.
9. May perform the duties of a Lead Law Enforcement Technician, as peak load or backup support, for limited duration.
10. May order supplies as needed; may help coordinate repairs of equipment.

MINIMUM QUALIFICATIONS

One (1) year of work experience in an office setting; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Prior law enforcement related experience is preferred. Must pass job related tests.

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SPECIAL REQUIREMENTS

Must be a lawful permanent resident or United States citizen; minimum 18 years of age, no maximum age. Must pass a Civil Service examination, and pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, and a polygraph examination. A psychological evaluation may also be required.

Proper interpretation of data and information is necessary for the safety of law enforcement officers and preventing the loss of property or physical liberty of citizens. Accepting responsibility for maintaining the integrity of data in law enforcement computer systems is a fundamental requirement, critical to the safety of law enforcement personnel and citizens.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic knowledge of law enforcement
- computer applications and software
- office equipment, procedures and practices
- English grammar, word usage, spelling and punctuation
- basic math

Ability to:

- communicate effectively, both orally and in writing, with people regardless of age, sex, social, economic, cultural or ethnic backgrounds, including hostile, angry and distraught individuals;
- accurate keyboard, minimum 35 net words per minute
- understand and follow written and verbal instructions
- maintain confidential working information and integrity of data in computer systems
- establish and maintain effective working relationships with County employees, staff of other agencies and the public
- read, properly interpret and categorize data rapidly and accurately
- make technical decisions on critical issues in stressful situations
- learn, retain, and explain complex procedures, policies and laws
- be accountable for accuracy of work

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WORKING CONDITIONS

Shift, holiday and weekend work is required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: as Office Assistant (CS)

Revised and Re-titled: April 1994 Law Enforcement Technician (approved CS Commission 4/94)

Revised: May 1994, February 1998, June 2018

Pay Grade: 307 – Law Enforcement Support

EEO Category: 6 – Administrative Support

Workers Comp: 5306 Non-Hazardous

Approved by the Civil Service Commission February 4, 1998

Approved by the Civil Service Commission June 6, 2018