

POSITION TITLE: Record Analyst
DEPARTMENT (S): District Attorney

Salary Rate: \$15.80 per hour

35 hours per week

GENERAL DESCRIPTION OF DUTIES

Under the supervision of the Forensic Analyst, the purpose of the position is to create and maintain records of Central Court records of the District Attorney's Office to include preparation of criminal histories, sentence guidelines, risk assessments and track discovery pursuant to local rules of court to insure the efficient ADA preparation for preliminary hearing, pleas and trial, and supervise the Record Analyst in these tasks.

This individual must be able to pass and maintain criminal back ground checks to gain secure access to state police databases and confidential criminal investigative matters.

The individual must be able to pass and maintain all classes and requirements to serve as Notary Public and Vehicle Title Clerk.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- For the District Attorney, coordinates vehicle maintenance.
- For the District Attorney, monitors the Prescription Drug Take Back Boxes and schedule emptying the boxes.
- For the District Attorney, conducts criminal background checks using state criminal record databases.
- For the District Attorney, prepares Sentence Guidelines using state criminal record databases.
- For the District Attorney, organizes and operates new Court Model Risk Assessment Tools and generate risk assessments for court hearings.
- For the District Attorney, requests, assembles, and files discovery from police departments, labs, medical providers and experts.
- For the District Attorney, Notarize affidavits and conduct vehicle title transfers.

Performs administrative office support within the department.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree with course work emphasis in criminal justice and at least one (1) year previous experience and/or training involving criminal records and criminal court procedures.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of accounting and logistics management.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems; ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and the ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife,

toxic/poisonous agents, violence, disease, or pathogenic substances.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The candidate must pass a physical examination, drug screening and criminal record check.