

**CITY OF CRANSTON
DEPARTMENT OF PERSONNEL
ADVERTISING
FOR
PART TIME
BUREAU OF CRIMINAL IDENTIFICATION (BCI) CLERK**

Applications must be filed on or before **4:00 PM Friday, May 23, 2014** in the office of the Director of Personnel, Room 107, Cranston City Hall. **fax 780-3362**; Applications are available at the Department of Personnel or may be downloaded from www.cranstonri.com at the Personnel drop down box.

DUTIES:

The part time Bureau of Criminal Identification Clerk is a civilian employee of the City of Cranston and comes under the direct supervision of the Cranston Police Department. This position requires the employee to exercise considerable independent judgment in meeting job situations as they arise, and carrying out the responsibilities within the limits of the prescribed policies of the City of Cranston and the Cranston Police Department.

Prerequisite:

For security purposes, the individual applying for this position will be subjected to, and must pass a comprehensive and vigorous background check.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

The works in this position is moderately complex and requires the skilled operation of a personal computer and other office equipment. The typing and the clerical work varies, but tends to follow a routine that will be learned through "on-the-job-experience". The employee working in this position must possess a working knowledge of modern offices practices, procedures and equipment.

The employee working in this position must have the ability to follow oral and written instructions and must also have the ability to interact with the public in a courteous and professional manner. This employee must also possess skill in the use of computer and word processing equipment and should have overall experience with contemporary office work.

SPECIAL DUTIES AND RESPONSIBILITIES

- Answer all incoming phone calls and return all phone messages as deemed appropriate.
- On a daily basis, sorting of all incoming mail for the BCI Office.
- Make appointments and maintain an appointment book for all fingerprinting services provided by the Bureau of Criminal Identification.
- Assist the BCI Detectives in the fingerprinting process by assisting the applicant with filling out the appropriate paperwork.
- Print all relevant paperwork and establish files for fingerprinting packets.

- Obtain the fingerprinting results and send all relevant paperwork out to the applicant's employers.
- Maintain fingerprinting files and track monthly totals.
- Process and deposit payments that are made for fingerprinting services and photo CD's.
- Send financial statements to City Hall and maintain copies on file.
- Review the monthly billing statement for fingerprinting services from the Attorney General's Office by verifying the account for the Finance Office to make payments.
- Enter all Crime Scene Technician photographs into the Information Management System and the file log.
- Enter all arrestee's mug shot photographs in the Information Management System and the file log.
- Verify that all information on fingerprint cards is correct and accurate.
- Issue Cranston Police Bureau of Criminal Identification numbers to each card and file cards in order of the BCI number.
- Regularly enter all arrestee's information into the Cranston Police Department yearly arrest log.
- Process sex offender registrations.
- Create packages for sex offender registrations and change of address notifications for sex offenders.
- Guide the sex offenders through the process of filling out registration paper work and add NCIC/BCI checks to the file to assist BCI Detectives.
- Regularly update all sex offender information in the Information Management System master name file and the State of Rhode Island Sex Offender Database.
- Provide copies of completed sex offender packages for transcription for entry and to the Special Victims Unit.
- Process applications for the Cranston Housing Authority and provide BCI checks on the applicants.
- Process applications for medical personnel employees and mail results of background checks to prospective employers.
- Maintain and stock all of the office supplies for the Bureau of Criminal Identification Office.
- Any other duties or assignments that are determined by the Chief of Police, or his designee, as necessary to promote the utmost operational efficiency of the police department.