NEW CASTLE COUNTY GOVERNMENT

CLASS SPECIFICATION

Title: LAW ENFORCEMENT TECHNICIAN

GENERAL STATEMENT OF DUTIES: Performs technical and analytical work within the Department of Public Safety to assist in the solving of crimes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs research, technical analysis and other law enforcement related work. The employee works within a law enforcement agency under the direction of sworn officers or other designated supervisor to provide critical information to assist in the solving of crimes.

EXAMPLES OF WORK: (Illustrative Only)

- Researches and analyzes law sources such as Federal, State, and County laws, ordinances, regulations, legal codes, and recorded legal decisions and other sources of information;
- Researches, loads and analyzes data to monitor criminal activity;
- Utilizes specialized computer software and databases to investigate and solve crimes;
- Collaborates with investigators to expedite the clearance of unsolved crimes;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the equipment and technology used to solve crimes; excellent computer skills; ability to compile data and analyze technical information; ability to interact with the public, other law enforcement agencies, the Delaware Attorney General's office and other agencies with whom the employee may be required to work on investigations; ability to do legal review and research work; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least five (5) years of police investigative experience; and possession of a Bachelor’s Degree from an accredited college or university with major course work in statistics, criminal justice or a related field; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination and a background investigation.

Established: 03/09/10