

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DPTLTCHEZ13R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Services Bureau
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	10. Division Intelligence Operations Division
5. Working Title (What the agency calls the position) Departmental Technician-7-E9	11. Section Operations
6. Name and Position Code Description of Direct Supervisor WHITFORD, JONATHON L; EMERGENCY DISPATCH SPV-2	12. Unit Regional Communications Center
7. Name and Position Code Description of Second Level Supervisor WHITFORD, JONATHON L; DEPARTMENTAL MANAGER-3	13. Work Location (City and Address)/Hours of Work 7150 HARRIS DR; DIMONDALE, MI 48821 / Monday - Friday, 8 a.m. – 5 p.m.

14. General Summary of Function/Purpose of Position

The primary function of this position is to ensure the proper entry of warrants, stolen articles, stolen firearms, stolen vehicles, conditional bond orders and personal protection orders into the National Instant Criminal Background Check System (NICS) Indices and Law Enforcement Information Network (LEIN). This position will review all warrants and entries submitted by Michigan courts, utilize the LEIN system to enter, modify, and/or cancel the orders; determine if a NICS Indices submission is appropriate; and ensure a successful submission to the NICS Indices.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Ensure all court orders received are processed as required by LEIN and CJIS policy.

Individual tasks related to the duty:

- Utilize the LEIN system to enter, modify, and/or cancel warrants and orders following all LEIN procedures/policies upon receipt of a valid court order.
- Utilize the LEIN system to enter, modify, and/or cancel articles, firearms, and vehicles following all LEIN procedures/policies upon notification of need to enter, modify, and/or cancel.
- Research information from other criminal justice information systems to locate additional identifying information.
- Propose and draft revisions to operational procedures.
- Interpret legislative proposals and their ramifications to inform, update, or advise internal and external personnel.

Duty 2

General Summary:

Percentage: 30

Perform quality assurance to ensure the proper LEIN entry and NICS Indices submissions are accurate and complete.

Individual tasks related to the duty:

- Ensure manual and automated entries, modifications, and cancellations were successfully submitted and accepted into the LEIN, NCIC, and NICS Indices.
- Query LEIN to ensure the data submitted is accurate and complete.
- Communicate with courts and the State Court Administrative Office to ensure proper and timely delivery of court orders, and resolve/troubleshoot data quality issues.

Duty 3

General Summary:

Percentage: 10

Perform related work as assigned.

Individual tasks related to the duty:

- Attend meetings.
- Attend LEIN operator training once each year.
- Attend other training as assigned.
- Create/prepare reports as required.
- Compile, review, and monitor statistics relating to the entry and submission of mental health orders.
- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position reviews warrants and court orders and makes decisions as to whether enough information exists to enter warrants and court orders for individuals into the LEIN and NCIC computer systems. This position also makes decisions regarding the validity of warrant and order cancelation requests. These decisions affect the citizens of the state of Michigan.

17. Describe the types of decisions that require the supervisor's review.

Supervisor reviews decisions that may impact another department or deviate from established unit/section policies/procedures. Consult with supervisor regarding resources that are outside of the unit/section or those that may require legal assistance and/or result in legal action.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This is an office job consisting of sitting; standing; computer work; communicating with persons on the telephone, in person, and over e-mail; and attending meetings. Some travel may be required for meetings.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

The essential duties of this position are to ensure the proper entry, modification, validation, and/or removal of warrants, orders, articles, firearms, and vehicles in the LEIN system in support of the posts and agencies served by the Michigan State Police Lansing Regional Communication Center. This position reviews all paperwork submitted by Michigan courts, Michigan State Police Posts and partner agencies for entry into LEIN/NCIC.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

No changes.

25. What is the function of the work area and how does this position fit into that function?

The Regional Communication Centers Unit is a fast-paced multifaceted work area responsible for ensuring the safety of over 140 state and local public safety agencies, emergency responders and the citizens and visitors of the State of Michigan.

This position will support the Emergency Dispatch staff with administrative functions of LEIN/NCIC system entries, modifications, and/or removals to ensure responder and citizen safety with the timely entry and notification of wanted individuals and vehicles.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

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Departmental Technician 8

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

OR One year of experience performing administrative support activities equivalent to the 8-level in state service.

Departmental Technician E9

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

OR One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent organization skills and ability to prioritize work. Ability to initiate action, follow through with results, and determine appropriate solutions. Knowledge of LEIN/NCIC rules and regulations, court processes, and warrant processing is helpful.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must successfully pass the LEIN certification test within six months of hire and complete re-certification every two years.

SPR: The individual occupying this position must not have a criminal history record of any kind.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

CANDA FLORES

Appointing Authority

1/30/2026

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

LAUREN SPICER

Employee

Date