



Class Code: 321
WP Code: Red Light Photo Enforcement Tec
Established: June 14, 2012
Revised: _____
EEO Code: AS

CLASS SPECIFICATION

City of Newark, California

RED LIGHT PHOTO ENFORCEMENT TECHNICIAN

DEFINITION - Under general supervision, the Red Light Photo Enforcement Technician performs a variety of tasks related to traffic enforcement including, but not limited to the automated red light photo enforcement system; acts as a liaison between the Newark Police Department and the Fremont Superior Court Traffic Division; and performs other related duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Reviews traffic violations and the issuance of citations. Ensures cases are processed in compliance with Section 21455.5 of the California Vehicle Code (CVC).

Provides court testimony and serves as the City witness.

Responds to public inquiries and complaints.

Investigates and identifies violations from unknown and/or unlicensed drivers applying multiple search techniques and law enforcement databases.

Prepares responses to violations contested through trial by declaration.

Writes dismissal requests to the Court Magistrate.

Maintains confidential records and files, orders court packets, and assembles discovery motion items as directed.

Accesses and uses law enforcement databases including the Lexis-Nexis ACCURINT system and the CLETS/DMV system with DMV Mugs.

Tracks subpoenas and court dates.

Maintains and updates the Court book, posting public record amendments and court discovery documents.

MINIMUM QUALIFICATIONS

Knowledge of:

Law enforcement office practices and procedures.

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Operation of a variety of word processing, spreadsheet, and publishing software applications.

Operation of standard office equipment including office computers and networks.

Law enforcement record keeping, report preparation and filing methods.

Correct English usage, including spelling, grammar, punctuation and standard office document formatting.

Ability to:

Work independently and demonstrate initiative in administering the Red Light Photo Enforcement program.

Testify competently in a court of law and respond to challenges from defendants and the Judge/Commissioner in a professional manner.

Communicate effectively both orally and in writing in order to present written and oral reports. Present information clearly and concisely.

Use sound independent judgment within established guidelines.

Use a personal computer for accessing government law enforcement and other confidential databases.

Maintain efficient and effective automated record systems.

Meet deadlines and time schedules including legal mandates and court filing requirements.

Establish and maintain effective working relationships with employees, supervisors, city officials, court officials and the general public.

Maintain professionalism and a calm demeanor when receiving and responding to complaints.

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities is:

Experience:

Two years of experience working with law enforcement procedures and records.

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Training:

Equivalent to graduation from high school.

License or Certificate:

Possession of, or ability to obtain by the date of employment, a Class C California driver's license.

Probationary Period: 6 Months

FLSA: Non-Exempt