

**Classification Title: CCBI Processing Unit Supervisor**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Supervises and monitors performance of technicians responsible for the collection of criminal arrest information, fingerprinting and photographing arrestees, statutorily required DNA kits, biographical data entry, and dissemination of criminal information to other law enforcement and authorized agencies. Ensures policies, rules and procedures are followed. Schedules work hours and reviews employee performance. Assists with computer problems, data collection, sensor calibration, and inventory of supplies.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Reviews technician work for quality, completeness and accuracy. Monitors daily operational activities. Discusses errors with employees and facilitates appropriate changes. Ensures that policies, rules and procedures are followed.
2	S	Interviews and recommends applicants for employment. Conducts thorough background and reference checks. Forwards the eligibility list and recommendations to management for final review and selection.
3	S	Reviews employee performance and provides coaching and feedback. Evaluates observed performance and documents, through the use of a rating scale, scores.
4	S	Reviews and investigates complaints against subordinates. Disciplines as appropriate. Recommends discipline and level to supervisor.

**CLASSIFICATION REQUIREMENTS:**

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Education	Bachelor's degree in Criminal Justice, Natural/Forensic Science or related field.
Experience	Three years of experience in obtaining arrest information and fingerprinting arrestees.
Equivalent Education & Experience Accepted?	Yes

**CCBI Processing Unit Supervisor**

Certification and Other Requirements	A valid driver's license and a "safe" driving record required. Successful completion of a fingerprint comparison course within 12 months of employment. NC Division of Criminal Information certification required within 12 months of employment. Must maintain a current certification thereafter.
Reading	Intermediate

CLASSIFICATION REQUIREMENTS	
Math	Basic
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Intoxilyzers, fingerprinting tools and equipment, cameras and peripherals, communications equipment, fax machines, copiers, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Personal protective equipment