

WINSTON-SALEM POLICE DEPARTMENT
Winston-Salem, North Carolina

An Internationally Accredited Law Enforcement Agency

POLICE PROCESSING TECHNICIAN

Starting Salary: \$ 25,970
\$0.65 per hour shift differential

Work Schedule: Permanent Shifts (36/48 hour work weeks)

Applications for the position of Police Processing Technician are accepted only when a vacancy is posted. The application process and a job description follow:



JOB DESCRIPTION:

Must work varied shifts; performs technical work in the field of police records and identification; performs breath tests for alcohol; operates data terminal to enter, modify and/or query records; processes persons arrested for law violations by fingerprinting, photographing, and collection of DNA; performs various clerical tasks dealing with identification; prepares evidence for court presentation; testifies in court; maintains detailed filing system and records; searches files in identifying suspects.

QUALIFICATIONS:

Any combination of education and experience equivalent to graduation from high school. Applicants must be at least 18 years of age and have no felony arrests or serious misdemeanors.



Knowledge, Skills and Abilities: General knowledge of fingerprint classification, practices, records, and equipment; ability to communicate by radio, general knowledge of rules of evidence; general knowledge of photography; ability to maintain complex and accurate records; ability to follow complex oral and written directions; ability to use all issued equipment at the required level of proficiency; ability to use the computer system to enter and retrieve data; ability to communicate clearly and concisely, orally and in writing; ability to present clear and concise testimony in court; adequate physical agility and endurance to carry out duties.

TRAINING PROVIDED BY THE AGENCY:

- 40 Hour Intoximeter EC/IR II School (certification)
- On-the-job training provided in Obtainment of Known Inked and Digital Impressions
- On-the-job training provided on the Pistol Records Management System, LiveScan Digital Capture System, and miscellaneous personal computers



STAGES OF THE APPLICATION PROCESS:

1. Submission of City Application
2. Review of Application by Winston-Salem Police Department Recruiting Personnel
3. Submission of Formal Application Package
4. Preliminary Testing
 - Oral Interview
 - Multi Domain Screener
5. Background Investigation
6. Conditional Offer of Employment
7. Post-Conditional Offer of Employment Testing
 - Drug Screening
 - Medical Examination
 - Polygraph Examination
 - Suitability Interview
8. Final Offer of Employment to Selected Applicants

If you meet these qualifications and are interested in working for a professional, innovative, and progressive law enforcement agency, please contact the Recruiting Unit at (336) 773-7925 or toll free at 1-877-777-WSPD. **You may apply online or in person.**

Visit our award winning website at <http://www.wspd.org>

Police Recruiting Office
Public Safety Center
725 North Cherry Street
Winston-Salem, North Carolina 27102-1707

An Equal Opportunity Employer