



**DUTCHESS COUNTY
CLASS SPECIFICATION**

ENFORCEMENT TECHNICIAN

DATE ADOPTED: 5/2/2022

LAST REVISION: 2/1/2023

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DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the review and approval of citations under the County's School Bus Stop Arm Camera Enforcement Program. The position is found within the Division of Traffic Safety. This position involves the monitoring of files and cases for review and possible approval. Incumbent may also take follow-up actions for cases. Employees will work remotely on a County issued computer. Initially, employees' work will be directly reviewed and supervised to be sure the employee is learning and applying rules and procedures of the office. As job familiarity increases, the employee will have leeway for completing work assignments independently under the prescribed procedures. Supervision over other staff is not normally a function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Reviews and approves citations within AlertBus;
2. Gathers, collates, and summarizes information concerning a unit's programs or activities;
3. Prepares, receives, reviews, and verifies documents; Documents/data may include general program correspondence, as well as spreadsheets, inquiries, and reviews generated by the Alert-Bus System relevant to case management and the verification/validation of evidence.
4. Performs data entry to open and close files;
5. Monitors files or cases for receipt of necessary forms/documentation and takes follow-up.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the rules and procedures of programs necessary to process work independently; Knowledge of office practices necessary for interacting with staff, processing work flow, and filing and retrieving information; Ability to organize, maintain and extrapolate information from records; Ability to quickly learn and evaluate new software; Personal characteristics necessary to perform the duties of the position; Physical condition commensurate with the demands of the position (in some positions, may be required to transport objects/equipment weighing up to 45 pounds).

MINIMUM QUALIFICATIONS:

- EITHER: (A) Completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years' work or volunteer experience involving any of the following: law enforcement, traffic safety, investigation.



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NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA/8	JURISDICTIONAL CLASSIFICATION: Competitive		
EEO Category: Administrative Support	FLSA Code: OT Eligible	WC Code: 8810	NYSLRS Job Code: 03600E
REVISION HISTORY: 2/1/23			