

STRENGTHS

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Records Accuracy

A careful second review caught incomplete identifiers before release, helping teammates trust each transaction and reduce rework.
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Discrepancy Resolution

When records conflicted, researched source details and contacted authorized partners until a clear correction path emerged.
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Confidentiality

Protected sensitive criminal justice information through requestor verification, controlled files, and disciplined access practices every shift.
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Shift Reliability

Evening and weekend coverage called for calm prioritization, and urgent updates stayed accurate alongside routine validation work.
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Team Guidance

New technicians received practical coaching on database navigation and controls, turning questions into consistent processing habits.

SKILLS

- Warrant processing

Protective orders

Records validation

Records inquiries

Legal document review

Discrepancy resolution
- Quality control

CJIS compliance

VCIN and NCIC

Audit support

Confidentiality

Court coordination

SUMMARY

Criminal justice records specialist with four years of experience supporting warrant, protective order, court document, and police records operations in continuous service environments. Reviews, enters, modifies, validates, tracks, and secures time sensitive records across **criminal justice information systems** while protecting confidential information. Applies working knowledge of VCIN, NCIC, CJIS requirements, legal document standards, **records inquiries**, audit support, and **quality control**. Resolves discrepancies involving identifiers, charges, case numbers, dates, signatures, and authorization details through authorized research and coordination with officers, courts, dispatch personnel, and partner agencies. Guides newer technicians, supports **procedure updates**, and maintains accurate documentation during evening, weekend, and urgent shift coverage. Brings dependable judgment, careful communication, and steady performance under pressure to warrant operations serving public safety personnel and authorized community partners.

EXPERIENCE

Senior Criminal Justice Records Technician

Blue Ridge Public Safety Services 📅 October 2025 - Present 📍 Norfolk, VA

Leads warrant and protective order records support across electronic systems and controlled paper files. Reviews legal documents, validates transactions, resolves discrepancies, supports audits, and guides newer technicians while protecting **confidential criminal justice information** during rotating shift coverage.

- Validated **warrants** and **protective orders** against identifiers, charges, case numbers, dates, and authorization details.
- Updated active record queues and **status logs** for served, recalled, amended, and newly issued actions.
- Researched conflicting identifiers through **authorized inquiries**, coordinating corrections with officers, courts, and originating agencies.
- Reviewed team transactions for **VCIN**, NCIC, and CJIS aligned accuracy, documenting corrections and recurring issues.
- Guided newer technicians through secure handling, validation routines, database navigation, and documentation standards during onboarding.
- Assembled audit records, reconciled system entries, and protected sensitive criminal justice information during periodic validations.

Legal Records Specialist

Tidewater Court Support Center 📅 October 2024 - September 2025 📍 Virginia Beach, VA

Supported high volume warrant and protective order processing for a public safety operation. Maintained court documentation, status reports, controlled references, and authorized communications across evening and weekend coverage while preserving accuracy and confidentiality.

- Processed warrant and protective order documentation across local and state facing systems for public safety operations.
- Reviewed **court documents** against processing requirements, returning incomplete items with clear discrepancy notes through authorized channels.
- Generated daily reports tracking pending, modified, served, and recalled legal actions for operational review.
- Answered **authorized inquiries** from law enforcement and court personnel after verifying status and access permissions.
- Balanced urgent updates with routine validation work during evening and weekend coverage, preserving accurate records.
- Maintained controlled forms and procedural references, helping staff complete transactions consistently across changing shifts.

Status tracking

Shift operations

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Senior Criminal Justice
Records Technician at Blue
Ridge Public Safety Services (1
Years)

● Legal Records Specialist at
Tidewater Court Support Center
(11 Months)

- Police Records Clerk at Coastal Municipal Services (11 Months)

- Administrative Support Clerk at Peninsula Justice Administration Office (11 Months)

Police Records Clerk

Coastal Municipal Services  October 2023 - September 2024  Hampton, VA

Handled police and court related records intake, data entry, status tracking, inquiries, reporting, and secure file maintenance. Supported officers and administrative staff through organized documentation, accurate processing, and dependable response during shifting public safety priorities.

- Entered police and court records from approved source documents using structured **data entry** checks.
- Reconciled names, dates, case references, and identifiers through **records inquiries** before escalating unresolved discrepancies.
- Logged incoming legal documents and tracked processing status, giving staff visibility into outstanding actions.
- Protected sensitive information through role based access practices, secure handling, and requestor verification.
- Prepared recurring spreadsheets, forms, and unit reports while maintaining organized electronic and physical files.
- Adapted workload priorities across shift changes, completing clerical support accurately during fast paced operations.

Administrative Support Clerk

Peninsula Justice Administration Office 📅 October 2022 - September 2023 📍 Newport News, VA

Provided foundational administrative support for justice records through document intake, data entry, filing, correspondence, inquiries, and report preparation. Applied confidentiality, retention, and deadline controls while building practical knowledge of court terminology and legal document workflows.

- Processed document intake, **data entry**, filing, correspondence, and records requests under established procedures.
- Checked forms for signatures, dates, identifiers, and case references before formal processing began.
- Maintained electronic indexes and physical files for legal and administrative records using retention practices.
- Routed **authorized inquiries** to records or court personnel and documented request status for traceable follow up.
- Used database applications and Microsoft Office tools to prepare logs, correspondence, and recurring reports.
- Managed competing priorities while supporting customers and preserving accurate documentation during deadline driven work.

PROJECTS

Warrant Records Validation Initiative 📅 2025

Improved review consistency by organizing source documents, status checks, discrepancy notes, and validation controls for warrant records. Supported clearer audit preparation and more reliable shift handoffs.

Court Document Status Reporting 2024

Built recurring tracking reports for pending, modified, served, and recalled legal actions. Helped staff locate current status information quickly during time sensitive operations.

LEADERSHIP & AWARDS

- Selected as a trusted quality control reviewer for team VCIN and NCIC transactions in 2026.
- Recognized by supervisors for dependable records support during evening coverage and urgent public safety requests.
- Entrusted with onboarding guidance for secure handling, validation routines, and documentation standards.

EDUCATION

High School Diploma

Oscar Smith High School 🎓 GPA: 4.0 📅 2022 📍 Chesapeake, VA

Coursework: *English, Government, Computer Applications, Business Communications*

CERTIFICATIONS

- VCIN/NCIC Operator Certification 📅 2025
- FBI CJIS Security Awareness Training 📅 2025

TECHNICAL SKILLS

- **Criminal Justice Systems:** VCIN, NCIC, CJIS
- **Records Processing:** Warrants, protective orders, court documents
- **Data Validation:** Identifiers, charges, case numbers
- **Records Tracking:** Status logs, control systems, paper files
- **Legal Documentation:** Signatures, dates, authorization details
- **Reporting Tools:** Microsoft Excel, Microsoft Word, spreadsheets
- **Records Security:** Access controls, secure handling, confidentiality
- **Quality Assurance:** Transaction reviews, error checks, record validation
- **Audit Support:** Source documentation, reconciliations, audit preparation
- **Communication Systems:** Authorized inquiries, notifications, correspondence
- **Agency Coordination:** Law enforcement agencies, courts, dispatch personnel
- **Operational Procedures:** Onboarding, procedure updates, shift protocols

PROFESSIONAL AFFILIATIONS

- Virginia criminal justice records operations and authorized interagency coordination.
- Public safety records administration, court documentation, and confidential information handling.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST