

Job Description  
*Missouri State Highway Patrol*

Class Title: AFIS Entry Operator III

Title Code: V00549

Effective Date: 01/25/96

Date Reviewed: 05/26/06 TH

Date Revised: 12/27/04

**Immediate Supervisor:** Fingerprint Technician Supervisor

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an 8-hour rotating shift including weekends and holidays as directed by the division director. Working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this position is responsible for receiving and transmitting criminal history information to law enforcement and other authorized agencies nationwide via computer terminal. The individual also enters, verifies and updates criminal history records. Duties may also include serving as a lead worker and providing technical guidance in the supervisor's absence. General supervision is received from a superior who reviews work for technical adequacy and adherence to established rules, policies and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Processes criminal history information from Probation/Parole and Department of Corrections.

Processes precise information from criminal and applicant fingerprint cards received from law enforcement agency personnel and other authorized personnel (e.g., employers with safety sensitive positions, prosecutors, attorneys, etc.); disseminates criminal history records manually and electronically according to Missouri Sunshine law and departmental law governing said process.

Checks fingerprint cards for proper coding of Missouri Codes and statutes.

Processes record checks from law enforcement agency personnel and other authorized agency personnel (e.g., employers with safety sensitive positions, prosecutors, attorneys, etc.); disseminates information according to Missouri Sunshine law and departmental law governing said process.

Collates in numeric order all master fingerprint cards (e.g., first print received on an individual); corrects files that have a double set of fingerprints in system (e.g., individual has given an alias or different social security number on subsequent arrests); updates computer system; merges two manual files into one; checks dissemination of previous information and sends necessary updates.

Utilize Case.net and REJIS to research missing criminal history data.

Process disposition data sent electronically from courts and research problem areas.

Enters and updates mandatory data from prosecutors and courts.

## AFIS Entry Operator III

2

Enters all applicant fingerprint card demographic data and identification information into the criminal history record system, e.g. systems that track an individual without a record who wants to be considered for a safety-sensitive position.

Enters updated information on individuals presently on CHRS.

Reviews fingerprint images, entering personal information on new fingerprint cards using the card scan workstations.

Sorts, files, and retrieves classified documents manually and electronically.

Processes record checks and warrant checks for the public window (including downloading diskettes, collecting fees, etc.).

Scans and indexes source documents into Imaging System. Verifies documents after indexing and ships boxes to archives.

Screens and authorizes individuals into secure building.

Receives and transmits criminal history records and administrative messages, etc.; sends and receives messages by computer terminal following direct inquiry to Criminal Records Division.

May serve as a lead worker by providing technical guidance and assistance to lower level AFIS Entry Operators, as needed.

Operates standard office equipment, e.g. personal computer, facsimile machine, telephone, duplicating machine, shredder, electronic card files, printer, and microfilm scanners.

Enters change of address forms for registered sex offenders.

Scans fingerprints on the demographic workstation and enters all necessary information for MULES.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of modern office practices, procedures and equipment.

Extensive knowledge of Missouri Sunshine Laws and departmental regulations governing the dissemination of criminal history information.

Extensive knowledge of the computerized Criminal History Record System necessary to perform entries and updates of fingerprint cards.

Extensive knowledge of the sex offender database; past, present, and future.

Ability to determine open and closed records.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to work with criminal history records in a confidential and professional manner.

Ability to distinguish fingerprint patterns and properly mark cores.

## AFIS Entry Operator III

3

Ability to operate standard office equipment as detailed above in the description of duties and learn to operate television monitor and intercom building security system.

Ability to alphabetize, transport, file, and purge records/documents, as needed.

Ability to transport boxes of computer paper and trays containing fingerprint cards.

Ability to proofread and edit computer entries.

Ability to maintain clerical records and files.

Ability to work independently with general supervision.

Ability to establish and maintain harmonious working relations with others.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to identify basic fingerprint patterns.

Ability to serve as a lead worker, as needed.

Possess the skill to type 40 words per minute with ten (10) or less errors.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Ability to acquire appropriate charge codes and apply to daily duties.

Ability to conduct on-line criminal history inquiries to retrieve FBI numbers from in-state and out-of-state sources.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED.

Possess at least two years of experience as an AFIS Entry Operator II within the Criminal Records and Identification Division or comparable experience.

### NECESSARY SPECIAL REQUIREMENTS

Must successfully complete MULES and AFIS recertification.