

Job Description
Missouri State Highway Patrol

Class Title: AFIS Entry Operator II

Title Code: V00548

Effective Date: 01/25/96

Date Reviewed: 5/26/06 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. General supervision is received by a designated supervisor.

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 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.

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.

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 card scan workstations.

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

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Enters and updates mandatory data from prosecutors and courts.

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

Verifies applicant fingerprint cards for proper coding.

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

Scans and indexes source documents into the Imaging System.

Processes record checks and warrant checks for the public window, including down loading diskettes, collecting fees, etc.

Checks and verifies state and FBI responses for applicant fingerprints.

Verifies and processes caregiver background requests.

Screens and authorizes individuals into secured 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.

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

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

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern office practices, procedures and equipment.

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

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

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 learn to distinguish fingerprint patterns and properly mark cores.

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.

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Ability to maintain clerical records and files.

Ability to work independently with general supervision.

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.

Ability to communicate effectively with other law enforcement agencies, in-state and out-of-state and courts as needed.

Be knowledgeable in retrieving dispositions and other pertinent information from OP II, REJIS, Case.net, NCIC, and be able to apply that information to NSOR and MULES.

Ability to answer questions from the public in reference to registered sex offenders.

Ability to respond to electronic requests pertaining to registered sex offenders.

Ability to crop and import photos into Content Manager.

Ability to establish and maintain harmonious working relations with others.

Ability to identify basic fingerprint patterns.

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

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

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.

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 one year of experience as an AFIS Entry Operator I within the Criminal Records and Identification Division or comparable experience.

NECESSARY SPECIAL REQUIREMENTS

Must successfully complete MULES certification.

Must successfully complete AFIS certification within six months of appointment.