



Classification: CJIS Analyst
Title Code: V00535
Pay Range: 17

POSITION SUMMARY:

This position is responsible for the accuracy, integrity, and timely entry of MULES/NCIC records per state and federal policy. This position also provides technical assistance to Criminal Justice agencies and individuals utilizing the systems on the entry and validation of all MULES and NCIC records. General supervision is received in the performance of duties. However, the employee is expected to exercise considerable initiative and independence within the area of responsibility.

DESCRIPTION OF DUTIES PERFORMED:

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

Performs quality control of vehicle, wanted and missing person records on statewide and national level to ensure accuracy, integrity, and timely entry of records; contacts law enforcement agencies of record for corrections.

Assists all criminal justice agencies and in-house users with entry, access, and transaction issues that arise within the MULES and/or UCR systems; serves as a liaison between the Patrol and the national criminal justice community.

Provides technical and administrative assistance to federal, state, county, and local law enforcement agencies, courts, prosecuting attorneys, correctional centers, probation/parole offices, and communication centers by providing written and oral communication to ensure the collection, storage, and dissemination of criminal justice data is complete and accurate.

Performs comprehensive comparison and quality control of criminal justice data on a statewide and national level to ensure accuracy, integrity, and timely entry of records; analyzes, reviews, codes, edits, and processes MULES and/or UCR data using established guidelines to ensure accuracy and validity; and gathers data to perform log-scans and off-line searches on criminal justice data for audits and investigations for criminal justice agencies.

Performs general office duties for the Program Support Services Section, including but not limited to, drafting correspondence, updating forms, answering phones, compiling reports, sorting mail, creating spreadsheets, organizing files, proofreading text, developing publications, copying materials, scanning documentation, managing agency contact information, and maintaining computerized databases.

Prepares statewide activity reports for the Security Administrator regarding locate notifications, messages sent, and serious errors; assists in filing, dissemination, and auditing of managements control and user agreements for the Security Administrator and NCIC Control Terminal Officer; and maintains the integrity of the statewide security files, the list of MULES and/or UCR system users, the list of authorized ORIs and ORI profiles, and interstate/intrastate MULES/NCIC message routing.

Assists the CJIS Auditor/Trainers and Senior CJIS Managers with the development, planning, organization, and delivery of training materials; assists with compiling quality assurance reports and preparing appropriate supporting documentation related to training.

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Performs annual operator validation and biennial ORI validation; maintains all agency information in MULES/NCIC/NLETS files; analyzes and performs testing on changes affecting the MULES/NCIC/NLETS systems; validates the results of changes to ensure compliance with state and federal regulations.

Performs maintenance to the MULES / ACOM code file for fields that are edited such as offense codes, scars, marks and tattoos, vehicle information, etc.

Perform other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles, methods and techniques in the administration of CJIS records.

Knowledge of federal and state statutes, regulations, policies and procedures pertaining to the collection, storage, and dissemination of CJIS information.

Knowledge of the flow of cases through the criminal justice system with an understanding of the operation of local and state court systems.

Knowledge of Microsoft Office software including Word, Access, Excel, and PowerPoint.

Basic knowledge of the techniques and the fundamentals of oral and written communications.

Basic knowledge in the fields of mathematics, statistics and computer science.

Basic knowledge and understanding of security and quality control procedures and methodology.

Ability to learn the RACF and UCR security systems; CJIS security policies and standards; and MULES, NCIC, and DOR applications.

Ability to review and analyze information for quality, quantity, and adherence to appropriate standards.

Ability to utilize deductive reasoning when analyzing and interpreting data and problem situations and to interpret spatial data.

Ability to operate a personal computer to record statistical data and related reports, build spreadsheets, etc.

Ability to maintain accurate records, files, and documentation.

Ability to work under pressure of performing multiple tasks with varying deadlines while maintaining high quality work.

Ability to exercise judgment and discretion.

Ability to learn to perform entries, proofread, edit, and update data within various computerized databases.

Ability to transport boxes and/or trays of documents, criminal history records, fingerprint cards, etc. up to 50 pounds.

Ability to work independently with general supervision.

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Ability to occasionally travel for the completion of assigned duties.

Ability to operate basic office equipment as detailed in the description of duties.

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

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

Ability to establish and maintain harmonious working relations with others.

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 AND EDUCATION 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.)

Possess a four-year degree in the criminal justice/law enforcement field (comparable work experience in the criminal justice/law enforcement field working directly with criminal record systems may be substituted on a year-for-year basis for the required education) and two years of comparable work experience.

OR

Possess a two-year degree in the criminal justice/law enforcement field (comparable work experience in the criminal justice/law enforcement field working directly with criminal record systems may be substituted on a year-for-year basis for the required education) and four years of comparable work experience.

OR

Six years experience in law enforcement, probation and parole, courts administration, or comparable work experience.

NECESSARY SPECIAL REQUIREMENTS:

Must be able to obtain and maintain MULES certification within six months of hire date.

Must successfully complete a 12-month probationary period.

Ability to pass a comprehensive background check necessary to have access to criminal record systems.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.