



Classification: CJIS Analyst

Title Code: V00535

Pay Range: 17

POSITION SUMMARY:

This is a responsible position where the employee analyzes, prioritizes and disseminates highly confidential information submitted by all law enforcement agencies. An employee in this position assists in identifying and resolving quality control and file integrity problems.

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 records on statewide and national levels, and schedules file samples to ensure accuracy, integrity and timely entry of records; contacts criminal justice agencies regarding record errors via teletype for correction.

Processes SVIN notifications, determines what is incorrect with entry and sends entering agency correction requests.

Work blank NIC reports by determining what is incorrect with a record and entering a record directly into NCIC and linking the NIC number to the MULES record.

Reviews and analyzes all assigned Help Desk tickets; assists users with problems and document resolutions.

Prepares and documents computer jobs related to log tape scan processing requested by criminal justice agencies; develops search parameters in order to retrieve specific information from historical files. On call for requests after hours on a rotational basis.

Performs off-line searches on record into MULES/NCIC for audits and investigations by modifying search parameters used to access the MULES active database for active records.

Assists in filing, dissemination and audit of all management control and user agreements for the Security Administrator and NCIC Control Terminal Officer; prepares statewide activity reports to the Security Administrator regarding locate notifications, messages sent, serious errors, spreadsheets for trainers, etc.

Reviews, analyzes, and processes Delayed Entry Reports.

Performs security (RACF) transaction group checks, profile maintenance (e.g. access list authorization, auditing, security levels, etc.) and terminal group connections for all MULES terminal operators, along with terminals on CJIS network; adds and maintains new systems and transactions into RACF security.

Maintains the integrity of the statewide security files, terminal operators, system access, message routing of interstate and intrastate activity and other matters related to System Security.

Prepares and performs annual operator validation and biennial ORI validation and maintains all agency information into MULES/NCIC/NLTS (e.g. addresses, telephone numbers, etc.); analyzes and performs testing on changes affecting the MULES/NCIC/NLTS systems and validates the results of changes to ensure compliance with state and federal regulations.

Performs other related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of state and federal laws, rules and regulations pertaining to the collection, storage, and dissemination of crime report or criminal history information.

Considerable knowledge of the flow of cases through the criminal justice system, with a thorough understanding of the operation of local and state court systems.

Considerable knowledge of RACF and UCR security systems.

Thorough knowledge of MULES, NCIC, and DOR applications.

Basic knowledge of CJIS security policies and standards.

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 the MULES/NCIC/NLETS manuals and contents.

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

Basic knowledge and understanding of the MULES/NCIC audit process.

Basic knowledge of packages to support research on the MULES/NCIC hotfile system.

Basic knowledge of Geographic Information Systems for mapping crime data.

Proficiency in modern office procedures and in working with modern office equipment including desktop and laptop computers utilizing a Microsoft Windows operating system, AS400, LAN, Internet, Microsoft Office applications (Word, Excel, Access, etc.) as well as other programs.

Skilled at performing multiple tasks with varying deadlines.

Ability to work independently with a minimum amount of supervision.

Ability to schedule field research and training and to facilitate meetings on an as needed basis.

Ability to follow detailed oral and written instructions.

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

Ability to be detail oriented.

Ability to write clearly and concisely.

Ability to work under pressure while maintaining high quality work.

Ability to learn state and federal guidelines and regulations for National UCR Program, MULES and NCIC.

Ability to learn to interpret spatial data.

Ability to understand and follow oral and written instructions.

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Ability to maintain a high level of accuracy in all job functions.

Ability to expedite a voluminous flow of detailed work.

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.)

Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Business Administration, Public Administration or closely related field (emphasis will be given to those individuals possessing additional coursework in computer science, research methods or statistics).

OR

Possess an Associate's Degree in Criminal Justice, Computer Information Sciences, Business Administration or closely related field and two years experience in the field of law enforcement, probation parole, courts administration or closely related field.

OR

Four years experience in law enforcement, probation and parole, courts administration or closely related field.

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

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.