



**Classification:** CJIS Specialist I (Charge Code)

**Title Code:** V00676

**Pay Range:** 18

### **POSITION SUMMARY:**

This is an entry-level position responsible for reviewing newly enacted, decriminalized, or revised Missouri laws impacting the production and maintenance of the Missouri Criminal Charge Code. An employee in this position ensures Missouri criminal justice agencies have a standardized set of criminal charge codes to facilitate the exchange of criminal history data between the criminal justice information systems of the Missouri State Highway Patrol, the Federal Bureau of Investigation (FBI), and related governmental entities for subsequent use and dissemination by both criminal justice and noncriminal justice agencies. Limited travel and public speaking may be required. An employee in this classification receives close supervision by a CJIS Program Manager and will have limited decision-making authority while researching, developing, and maintaining the Missouri Charge Code and the code repository.

### **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.)

Reviews legislative changes impacting the Missouri Criminal Code and the corresponding Missouri Charge Code to ensure all criminal laws associated with a charge code contain all the essential elements to report the criminal violation through the lifecycle of the criminal event.

Determines charge code data elements to include, but not limited to: offense type, case type, crime classifications, literal description, Record of Conviction, DNA, Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS), Sex Offender Registry (SOR), Field Operations, and the domestic violence and stalking flags; identifies the number of codes needed to accurately identify the offenses; determines if the offenses are considered reportable according to Missouri state statute.

Maintains the Uniform Charge Code Table (UCT) Editor; produces and distributes the corresponding data sets.

Assists criminal justice agencies (law enforcement, prosecutors, and court personnel), as well as Criminal Justice Information Services (CJIS) staff, with research on locating the correct charge codes for a criminal violation and the corresponding specific time period when the offense occurred.

Works closely with CJIS staff, Office of State Courts Administrator (OSCA), Missouri Office of Prosecution Services (MOPS), the Missouri Charge Code Committee, and other criminal justice agencies to maintain the Missouri Charge Code and the associated reporting systems.

Assists with developing and preparing training materials, written correspondence, and procedural manuals associated with the Missouri Charge Code; assists with training and education associated with the Missouri Charge Code and the associated criminal history reporting processes.

Performs other related work as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of federal and state statutes, regulations, policies and procedures pertaining to the collection, storage, and dissemination of criminal history information, and criminal history reporting procedures as well as Missouri Uniform Law Enforcement System (MULES)/National Crime Information Center (NCIC).

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

Basic knowledge of the principles, methods, and techniques in the administration of criminal history records.

Knowledge of Microsoft Office software including Word, Access, Excel, and PowerPoint, and other database software packages utilized for auditing purposes.

Basic knowledge of MULES, NCIC, National Sex Offender Registry (NSOR), Missouri Automated Criminal History Site (MACHS), Automated Fingerprint Identification System (AFIS), FBI, and other criminal justice systems.

Ability to learn state and federal laws, rules, and regulations pertaining to criminal history reporting procedures as well as MULES/NCIC.

Ability to review, interpret, apply, and prepare computer program documentation related to criminal history data.

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

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 write detailed reports in an efficient manner.

Ability to effectively plan, develop, and organize materials for use in training programs.

Ability to provide training sessions, meetings, and briefings at the request of supported agency personnel, law enforcement, or other entities.

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 work independently with general supervision.

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.).

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

**NECESSARY SPECIAL REQUIREMENTS:**

Must be able to obtain and maintain MULES certification within six (6) months of appointment.

**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.