



Classification: CJIS Specialist I (UCR)

Title Code: V00676

Pay Range: 18

POSITION SUMMARY:

This position is responsible for the working closely with Program Support Services Section (PSSS) personnel to assist in the performance of technical and professional reasoning work involving crime data compilation, coding, collection, statistical analysis, report design, report generation, report distribution, access, and daily maintenance and for multiple databases associated with the Missouri Uniform Crime Reporting Program (MoUCR), the FBI's National Incident Based Reporting System (NIBRS), and the Missouri Uniform Law Enforcement System (MULES). This position also involves providing technical support to various law enforcement and other agencies throughout the state of Missouri regarding data submission, records management, and criminal history transactions. 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.)

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 quality control of UCR summary reports

Performs comparison and quality control of CJIS data on a statewide and national level to ensure accuracy, integrity and timely entry of records.

Assists all criminal justice agencies with entry, access, and transaction issues that arise within the MULES and/or UCR systems.

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.

Contacts agencies in reference to submitted UCR reports and assist with crime classification questions/scenarios.

Analyzes, reviews, codes, edits and processes MULES and/or UCR data using established guidelines to ensure accuracy and validity.

Processes MIBRS files as they are received from criminal justice agencies and work with the Information and Communications Technology Division (ICTD) and the agency on any troubleshooting on the errors received.

Maintains the UCR address book and updates national, state, county, and local points of contact.

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Processes user accounts for the UCR website and provide support to agencies with UCR registration/password issues.

Serves as a liaison between the MSHP and the national criminal justice community.

Provides technical and administrative support of the UCR website and MIBRS Web Repository.

Verifies crime records, confirms state and local offense totals, and analyzes crime trends upon request by the FBI.

Assists the CJIS Division with with the MSHP's, and any other law enforcement agency's, transition from Summary UCR reporting to MIBRS reporting.

Assists the CJIS Division in development, troubleshooting, and deployment of all MoUCR projects

Maintains records of training provided for UCR and MIBRS and provide certificates to each participant.

Tracks, develops, and maintains surveys on PSSS performance.

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 CJIS personnel with the development, planning, organization and delivery of training materials.

Assists with providing quality assurance reports and appropriate supporting documentation to applicable CJIS personnel.

Performs log scans and off-line searches on CJIS data for audits and investigations.

Compiles and submits statistics on training, auditing, registration, and UCR reports to requesting authorities.

Compiles, edits, and publishes the CJIS newsletter and the annual Hate Crime in Missouri publication.

Perform other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

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

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

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

Knowledge of MULES/NCIC and CJIS security policies and standards.

Knowledge of the techniques and the fundamentals of oral and written communications.

Knowledge in the fields of mathematics, statistics and computer science.

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Knowledge of methods of instruction, preparation of training materials and principles of personnel development.

Knowledge and understanding of the MULES/NCIC/NLETS manuals and contents.

Knowledge and understanding of security and quality control procedures and methodology.

Knowledge and understanding of the MULES/NCIC audit process.

Knowledge of RACF, MULES/NCIC, MIBRS and UCR security systems.

Knowledge of MULES, NCIC, NLETS, and DOR applications.

Knowledge of the UCR crime classification process.

Knowledge of the difference in crime reporting for summary based reporting and incident based reporting.

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

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

Ability to troubleshoot problems as they arise with the UCR Summary and MIBRS websites.

Ability to schedule field research and training and to facilitate meetings.

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.

Ability to occasionally travel for the completion of assigned duties.

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

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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 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 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.