



Classification: CJIS Specialist I
Title Code: V00576
Pay Range: 20

POSITION SUMMARY:

This is a responsible technical and professional position involving statistical report compilation, analysis, and distribution. Job duties include evaluating criminal arrest information and subsequent dispositions at various stages through the criminal justice process utilizing a variety of state and federal databases. An employee in this position is responsible for developing manuals, training material, and general documentation. Work is performed under general supervision.

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.)

Responsible for processing user registration and access requests; monitoring and updating usage authority as necessary; producing and disseminating certification reports to appropriate agencies.

Serves as liaison to reporting agencies, database users, and criminal justice agencies regarding database access, reporting procedures, and statistical reports.

Performs comprehensive comparison and quality control of criminal record data files and subsequent reports; responsible for distribution of summary analysis to reporting agencies.

Assist with creating, maintaining, and distributing publications such as the CJIS newsletter and applicable websites, user manuals, etc.

Provides technical advice and assistance to criminal justice agencies, government entities, businesses, and the general public regarding criminal justice information services.

Assist with development and organization of training materials for division trainers.

Assists with the planning and organization of training, to include arrangement of location, scheduling, supplies, and amenities.

Provides training to state agencies, including Patrol's recruit class, regarding receipt, use, retention, maintenance, dissemination, security, and destruction of criminal history record information.

Run logscans and maintain records of training provided by the division and provide certificates to each participant.

Verifying crime statistics and trends; compiling various reports and surveys for dissemination.

Performs work related travel as necessary

Performs other related work as assigned.

Classification: CJIS Specialist I

Title Code: V00576

Pay Range: 20

Page 2

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

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

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

Knowledge of auditing procedures and policies, specifically in the area of information systems.

Knowledge of document management techniques.

Possess good organizational, research, and analysis skills.

Ability to learn criminal history related information systems and related security principals.

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

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

Ability to assist with training various law enforcement personnel in security awareness

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 independently with general supervision.

Ability to exercise judgment and discretion.

Ability to perform job related travel as needed.

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.

Classification: CJIS Specialist I

Title Code: V00576

Pay Range: 20

Page 3

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 2 year of comparable work experience.

NECESSARY SPECIAL REQUIREMENTS:

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

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

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

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.