



Classification: CJIS Specialist II (Access Integrity)

Title Code: V00677

Pay Range: 22

POSITION SUMMARY:

This position provides technical and administrative assistance to Criminal Justice agencies and in-house users to ensure the MULES and NCIC records are complete, timely, and accurate per state and federal policy. This position also serves as a liaison between the MSHP and the national criminal justice community system users with access, entry and transaction issues that arise regarding the MULES/NCIC network. A person in this position is expected to work closely with the CJIS Manager on statewide projects. 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 support 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 vehicles, wanted and missing person records on statewide and national level to ensure accuracy, integrity, and timely entry of records. Contacts law enforcement agencies of records for correction.

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 performs log-scans and off-line searches on criminal justice data for audits and investigations for criminal justice agencies.

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

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.

Processes requests for user access to various MSHP systems and maintains all agency documentation including User Agency Agreements, TAC letters, LASO letters, and Terminal/ Non - terminal agreements.

Works closely with Security Unit mailing packets, and reviewing MDT, MULES, and REJIS requests. Assist with all agreements and policies.

Reviews and respond to help desk tickets, assist with problems and document resolution.

Reviews located records daily through MULES/NCIC to check status of record whether the record has been purged from the system or in a detained status.

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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; add/maintain ORI's and add/change/delete desktop/MDT terminals for MULES and REJIS agencies.

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

Processes SVIN Notifications, determines what is incorrect with the entry, and contacts criminal justice agencies of record errors via teletype for corrections.

Completes Blank NIC report by correcting errors; directly entering record to NCIC and linking record with NIC number in MULES files.

Prepares statewide activity reports for the Assistant Director and CJIS Systems Officer regarding locate notifications, messages sent, and serious errors. Assists in filing, dissemination and audit of managements control and user agreements for the CSA (CJIS System Agency).

Assists the CJIS Trainer/Auditors and CJIS Program Managers with the development, planning, organization and delivery of training materials and compiling quality assurance reports with appropriate supporting documentation.

Updates alternate routing system for agencies to receive hit notifications due to master printer problems.

Performs monthly MULES record validations; 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 (e.g. offense codes, vehicle makes, etc).

Reviews, analyzes, and processes Delayed Entry reports.

Enters and modifies Unidentified Dead entries for local, state and federal agencies; analyzes for completeness and accuracy; coordinates with affected agency following up to determine if the Unidentified Dead has been identified.

Performs 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 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.

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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 under pressure while maintaining high quality work.

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.

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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 four 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).

OR

Possess at least two years as a CJIS Specialist I with the Missouri State Highway Patrol.

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.