



Classification: CJIS Technician I
Title Code: V00673
Pay Range: 16

POSITION SUMMARY:

This position is responsible for receiving, processing, and disseminating criminal record histories requested by the general public and authorized agencies. The position is also responsible for entering, updating, verifying, and maintaining records within various databases and manual files. An employee in this position is closely supervised until training is successfully completed; then general supervision is received from a designated supervisor.

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.)

Receives, codes, and sorts criminal history records and dispositions received by the division according to Missouri Sunshine Law and departmental policy.

Processes record checks and warrant checks for the public window (including down loading diskettes, collecting fees, etc.).

Greets the public, and screens and authorizes individuals into secured building.

Responds to inquiries, in person and via telephone, regarding criminal history records according to Missouri Sunshine Law and departmental policy.

Scans and indexes fingerprint cards and other source documents into the imaging system; retrieves old case files from archives for electronic conversion.

Assists with updating criminal history records based on confirmed final dispositions from courts, prosecuting attorneys, and law enforcement officials to ensure the quality of criminal records databases.

Operates standard office equipment (e.g., personal computer, facsimile machine, telephone, duplicating machine, shredder, electronic card files and printer, etc.).

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to understand and interpret Missouri Sunshine Laws and departmental regulations governing the dissemination of criminal history information.

Ability to learn to perform entries and updates of data within various computerized databases.

Ability to work with criminal history records in a confidential and professional manner.

Ability to operate standard office equipment as detailed above in the description of duties and learn to operate television monitor and intercom building security system.

Classification: CJIS Technician I

Title Code: V00673

Pay Range: 16

Page 2

Ability to enter data or information into a computer terminal using a keyboard, mouse, or other input device.

Ability to transport boxes and/or trays of documents, criminal history records, fingerprint cards, etc. up to 30 pounds.

Ability to proofread and edit computer entries.

Ability to maintain clerical records and files.

Ability to work independently with general supervision

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 a high school or possess a GED.

AND

Completion of 60 college credit hours with an emphasis in Criminal Justice or related field, two years experience in the field of criminal justice, criminal record systems, latent prints, etc., or a combination of two years education and experience in criminal justice, criminal record systems, latent prints, etc.

NECESSARY SPECIAL REQUIREMENTS:

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

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

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

Ability to pass a comprehensive background check necessary to have access to criminal record systems.

FLSA STATUS: Non-Exempt

Classification: CJIS Technician I

Title Code: V00673

Pay Range: 16

Page 3

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.