



Classification: CJIS Technician II

Title Code: V00674

Pay Range: 18

POSITION SUMMARY:

This position is responsible for classifying, comparing, and filing of latent prints and criminal record data. Work includes processing incoming data to ensure that records are entered and kept with the best quality and integrity, and assists in identifying and resolving criminal history file integrity problems. An employee in this position will participate in on-the-job training as well as certification classes. 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.)

Assists with the coding, updating, and verification of criminal history data received and maintained by the division as necessary according to state statutes and department policies and procedures.

Explains and verifies information relating to interpretation of statutes, expungement of criminal arrest records, criminal history reporting, Missouri Uniform Law Enforcement Systems (MULES) policies, Sex Offender Hotline, etc., with law enforcement representatives and the general public in person, via telephone, and in writing.

Fingerprints individuals for employment, license applications, etc.; classifies, compares, and verifies positive matches from existing databases.

Assists with processing criminal history records, documents, and dispositions received hard copy and electronically; includes sorting, verification, updating, disseminating, and storing according to Missouri Sunshine Law and departmental policy.

Processes record checks and warrant checks for the public window (including obtaining fingerprints if required).

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

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

May testify in a court of law on matters relating to fingerprint identification.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of 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.

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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.

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.)

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.

OR

Must have served two consecutive years as a CJIS Technician I within the Missouri State Highway Patrol's Criminal Justice Information Services Division and may be required to successfully complete all skill assessment evaluations for a CJIS Technician I.

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.

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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.