



Classification: CJIS Technician I

Title Code: V00673

Pay Range: 16

POSITION SUMMARY:

This is an entry-level position assigned to one of the following units: Biometrics, Criminal History Research (CHR), Record Check Processing (RCP) or Sex Offender Registry (SOR). An employee's work in the Biometrics Unit will include fingerprinting individuals, to include comparing, coding and processing fingerprints. An employee's work in the CHR, RCP and SOR includes receiving, processing, and disseminating criminal record histories requested by the general public and authorized agencies and is 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.)

Assists with performing quality control and comparisons on fingerprints within the Automated Fingerprint Identification System (AFIS) and other related systems.

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

Assists with coding and processing fingerprint cards received by law enforcement agencies through AFIS.

Assists with scanning and indexing fingerprint cards and other source documents into the imaging system; retrieves old case files from archives for electronic conversion.

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.

Assists with processing and warrant checks for the public window (including collecting fees, obtaining fingerprints, etc.).

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

Assists in verifying 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.

Assists with responding to inquiries made by the Federal Bureau of Investigation in reference to firearm background checks being conducted through the National Instant Criminal Background Check System (NICS).

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.

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

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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:

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 receive technical training related to the analysis and comparison of fingerprint images and work within a high level of detail and accuracy.

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 respond to work related incidents on an on-call basis.

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.)

Successful completion of sixty 60 semester hours from an accredited college or university.

OR

Graduation from high school or possess a GED and two years of experience in the criminal justice/law enforcement field.

NECESSARY SPECIAL REQUIREMENTS:

May be required to be able to obtain and maintain MULES certification within six months of appointment.

May be required to be able to obtain and maintain Livescan certification within six months of appointment.

May be required to be able to obtain and maintain AFIS certification within six months of appointment.

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.