



**Classification:** CJIS Trainer/Auditor II (Non-Criminal Justice Training and Auditing Unit)

**Title Code:** V00672

**Pay Range:** 24

### **POSITION SUMMARY:**

This entry level position is responsible for training and auditing associated with the collection, use, application, storage, and dissemination of fingerprint-based criminal history record information derived from the systems of the Missouri State Highway Patrol (MSHP) and United States Department of Justice (USDOJ). This position ensures that Missouri agencies with access to criminal history record information for noncriminal justice purposes are in compliance with all state and federal laws, as well as the policies set forth in the FBI CJIS Security Policy, FBI National Crime Information Center (NCIC) and the National Crime Prevention and Privacy Compact Council (Compact). In addition, this position requires a highly professional, technically skilled, computer literate, and responsible individual who possesses the ability to work independently both inside and outside of the division headquarters. The employee assigned to this position exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided to ensure conformance with the division's established rules, policies, and procedures. Extensive travel is required for this position.

### **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.)

Performs Policy Compliance Reviews of all agencies with access to fingerprint-based criminal history for noncriminal justice purposes; makes recommendations for corrective actions and provides other appropriate assistance/training to audited agencies.

Works with other Trainer/Auditors, as well as shares deficiencies that may require adjustments to the training and/or auditing curriculum; conducts peer reviews of other regional audit findings.

Schedules and prepares for CJIS Policy Compliance Reviews; to include preparing notification letters, entering scheduled dates on spreadsheets, and reviewing/analyzing criminal history inquiries and fingerprint submissions.

Updates Noncriminal Justice Agency User Agreements and VECHS User Agreements, Local Agency Security Officer (LASO) letters, and ORI master files with personnel and contact information changes.

Provides technical assistance to agencies relating to Security Awareness Training, fingerprint submissions, and Rapsheets.

Schedules, plans, and conducts classroom trainings statewide for criminal history access and use based on state and federal law, rules and regulations, fingerprint submissions, and Rapsheets; seeks opportunities to provide additional training sessions with state/county/local law enforcement agencies, municipalities, state and private agencies, and special interest groups regarding access and use of criminal history, including dissemination, retention, security, and destruction of criminal history record information.

Assists with formulating, writing, and/or updating CJIS Division policy and standards manuals, CJIS Newsletter articles, CJIS Annual Report, and other documentation as assigned.

Attends and/or instructs at annual conferences held by the Patrol and various other state and/or national agencies.

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Performs work-related travel as necessary to complete audits, training, etc.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of state and federal laws, rules, and regulations pertaining to the collection, storage, and dissemination of criminal history record information.

Thorough knowledge of FBI CJIS, NCIC, and MULES rules and regulations, specifically the FBI CJIS Security Policy, Criminal History Policy and Procedures Manual, MULES Policy and Procedures Manual, and 43.532 and 576.050 RSMo.

Intermediate knowledge of the MSHP CJIS Division Units, Manuals, and General Orders.

Thorough knowledge of the Policy Compliance Review audit program, procedures, and methodology pursuant to Generally Accepted Government Auditing Standards (GAGAS).

Intermediate knowledge of MULES, NCIC, NSOR, MACHS, AFIS, FBI LEO, and other criminal justice systems.

Thorough knowledge of the methods of instruction, design of training materials, and principles of personnel development.

Possess the ability to review, interpret, apply, and prepare computer program documentation related to fingerprint-based criminal history data and MULES access, including Purpose Codes of H and X.

Possess excellent skills in verbal and written communication, including proper and effective use of grammar, punctuation, and sentence structure.

Ability to work independently and be self-motivated.

Ability to develop skills with word processing, spreadsheet, and presentation software (i.e. Lotus Notes, Microsoft Office, Excel, PowerPoint, etc.).

Possess skills in time management techniques and prioritization and the ability to work under pressure while maintaining a high quality of work.

Possess skills in data analysis and problem solving and the ability to summarize information in concise reports to ensure understanding and for utilization in presentations.

Ability to interpret policies and laws in written and oral form.

Ability to effectively research, plan, develop, and organize materials for use in training and auditing programs.

Ability to conduct training, meetings, briefings and/or auditing sessions and presentations independently to various law enforcement agencies, public entities, and personnel in a professional manner.

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.

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Ability to communicate in English clearly and concisely, both orally and in writing.

Excellent interpersonal skills to deal effectively with various personalities and to establish and maintain effective team oriented working relationships (coworkers, supervisors, law enforcement entities, etc.).

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 perform job-related travel and work flexible hours.

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 Bachelor's Degree from an accredited college or university and two years of work experience utilizing the knowledge, skills, and abilities associated with this position. Duties involving public speaking, administration, training, curriculum development, and policy and procedure experience is preferred, but not required. Employees within the Missouri State Highway Patrol's Criminal Justice Information Services Division may substitute comparable work experience on a year-for-year basis for the required education.

**NECESSARY SPECIAL REQUIREMENTS:**

Must possess and maintain a valid driver license.

Must be able to obtain and maintain MULES certification.

Must attend and successfully pass Police Instructor School.

**FLSA STATUS:** Partial-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.