



Classification: CJIS Trainer/Auditor IV (Criminal Justice Training and Auditing)
Title Code: V00669
Pay Range: 28

POSITION SUMMARY:

This senior level position is responsible for the training and auditing associated with the security, maintenance, retention, physical and electronic storage, and dissemination of fingerprint-based criminal history record information and criminal incident data derived from the systems of the Missouri State Highway Patrol (MSHP) and United States Department of Justice (USDOJ). This position ensures that all Missouri agencies with access to MSHP/USDOJ systems are operating in compliance with all state and federal laws, and applicable policies. 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.)

Schedules, prepares, and conducts onsite CJIS Security Audits, to include Technical Security Audits, NCIC/MULES/REJIS Policy Compliance Reviews, N-DEx Policy Compliance Reviews, and UCR/NIBRS Policy Compliance Reviews of all criminal justice agencies with direct, logical, or physical access to secure MSHP/USDOJ systems, equipment, and data.

Conducts security risk assessments by manually reviewing and analyzing computer networks, user access, and electronic storage solutions, to include surveys of the agency's use, storage, sharing, and potential misuse of NCIC/MULES/N-DEx derived information, as well as ensures jurisdictional crime data is reported to MSHP pursuant to RSMo 43.505, 43.545, 455.543, and 455.545.

Prepares recommendations and making notifications for corrective actions, and provide other appropriate assistance/training to audited agencies.

Conducts Technical Security Audits and Risk Assessments, to include reviewing, interpreting, and analyzing network diagrams, to include workstations, routers, network servers, firewalls, internal and external information technology systems.

Reviews network accessibility, to include email standards, internet access, cloud hosted solutions, mobile data terminals, smartphones, tablets and handheld devices while ensuring encryption standards are met (e.g. password use and management; protection from viruses, worms, Trojan horses, and other malicious code; unknown e-mail/attachments; Web usage/ monitoring of user activity; spam; physical and wireless security; encryption; use of acknowledgement statements; passwords, desktop security; restricting visitors; threats, vulnerabilities, and risks associated with accessing CJIS systems and services; data backup and storage; timely application of system patches; access control measures; and network infrastructure protection measures).

Conducts Missouri Peace Officer Standards and Training (POST) approved training on reporting crime data to the MSHP and the FBI, collection of crime statistics, as well as the importance of safeguarding the security of criminal justice information (e.g. FBI UCR reporting rules, administration, offense terminology, forms, SRS and NIBRS reporting scenarios, crime statistics, etc.).

Classification: CJIS Trainer/Auditor IV (Criminal Justice Training and Auditing)

Title Code: V00669

Pay Range: 28

Page 2

Works with local agencies, the Missouri Department of Public Safety, and the MSHP Access Integrity Unit to keep all administrative documentation current, to include the Criminal Justice User Agency Agreements, Terminal Agency Agreements, Non-Terminal Agency Agreements, Missouri UCR Agency Reporting Status, N-DEx Agency Coordinator forms, Department Originating Agency Identifier Number (ORI) master files, and various MSHP forms.

Researches proposed legislation, ordinances, federal laws, journal articles, and media reports to ensure MSHP policy is current, and all Missouri crime data involving homicide, domestic violence, hate crime, arson, human trafficking, animal cruelty, etc., is complete.

Works with other Trainer/Auditors and shares deficiencies that may require adjustments to the training and/or auditing curriculum.

Formulates, writes, and/or updates CJIS Division policy and standards manuals, CJIS Newsletter articles, the CJIS Annual Report, and other documentation as assigned.

Conducts peer reviews of other regional audit findings.

May serve as a lead and mentor to other staff members within the Criminal Justice Training and Auditing Unit.

Performs work-related travel as necessary.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of state and federal laws, rules, and regulations pertaining to the collection, storage, and dissemination of criminal history record information, criminal justice information, and closed records, pursuant to Missouri Sunshine Law.

Comprehensive knowledge of CJIS Systems including MULES, N-DEx, and UCR as it relates to the technical connectivity and FBI/MSHP policies.

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

Comprehensive knowledge of training material design, as well as the principles and methods of instruction.

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

Comprehensive knowledge of disposal policies for both physical and electronic media including the procedures for the sanitization or destruction process of electronic media, including hard drives.

Comprehensive knowledge of access control mechanisms for internal and external networks, controlled interfaces, and segmented networks.

Comprehensive knowledge of administrative, technical, and physical safeguards required to ensure the protection of CHRI, as well as the policies and procedures for handling, processing, storing, and communicating Criminal Justice Information (CJI).

Ability to work independently and be self-motivated.

Classification: CJIS Trainer/Auditor IV (Criminal Justice Training and Auditing)

Title Code: V00669

Pay Range: 28

Page 3

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 learn the principles of computer programming and system analysis, design, testing, and documentation.

Ability to learn the aspects of computer networking and telecommunications (e.g. network diagrams, communication paths, circuits, software reference libraries, utility programs, security systems and procedures, database management systems, and systems management processes).

Ability to learn the general operating principles, systems and capabilities of computer hardware and software, various computer platforms, and their trends and developments.

Ability to interpret policies, standards, and laws in written and oral form (e.g. FBI CJIS Security Policy, Criminal History Policy and Procedures Manual, MULES Policy and Standards Manual, N-DEX Operations and Policy Manual, UCR SRS User and Technical Specifications Manual, NIBRS User and Technical Specifications Manual, Hate Crime Data Collection Guidelines and Training Manual, and RSMo. 43.505, 43.532, 455.543, 455.545, 576.050).

Ability to understand the principals of information system audits and security testing.

Ability to complete an Technical Security/Information Technology (IT) Security Audit, and develop a general understanding of an agency's automated information systems, functions, and the interrelationships with computer systems.

Ability to understand and interpret encryption certificates and passphrase standards used to unlock ciphers.

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

Ability to review, interpret, apply, and prepare computer program documentation related to MULES, NCIC, N-DEX, SRS/NIBRS, and fingerprint-based criminal history data.

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 prepare and maintain standards, policies, procedures, guidelines, and technical manuals.

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.

Classification: CJIS Trainer/Auditor IV (Criminal Justice Training and Auditing)

Title Code: V00669

Pay Range: 28

Page 4

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 as a CJIS Trainer/Auditor III within the Criminal Justice Training and Auditing Unit of the Missouri State Highway Patrol, or comparable experience.

Duties involving public speaking, administration, training, curriculum development, and policy and procedure experience is preferred, but not required.

NECESSARY SPECIAL REQUIREMENTS:

Must possess and maintain a valid driver license.

Must be able to obtain and maintain MULES certification within six (6) months of appointment.

Must attend and successfully pass CJIS - IT Security Training within six (6) months of appointment.

Must attend and successfully pass Police Instructor School within twelve (12) months of appointment.

Must be able to obtain and maintain Missouri Department of Public Safety (DPS) Law Enforcement Instructor License within twelve (12) months of appointment.

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.