



Classification: CJIS Trainer/Auditor I - MoDEX
Title Code: V00558
Pay Range: 22

POSITION SUMMARY:

This is a highly technical position responsible for statewide training of law enforcement agencies on the Coplink software relating to the MoDEX project. This includes the development of training materials and acting as a point of contact between user agencies and the Missouri State Highway Patrol. Extensive in-state travel is required and flexible shifts are required in order to facilitate effective interaction with supported law enforcement personnel. The position requires a highly professional, technically skilled, and responsible individual who possesses the ability to work independently outside the division. The employee assigned to this position exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided by an immediate supervisor to ensure conformance with the department's established rules, policies, and procedures.

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.)

Conduct formal POST approved classroom and on-line training classes for statewide law enforcement personnel on the Coplink software relating to the MoDEX system and the FBI CJIS N-DEX system. Provide all necessary training materials during training.

Develop instructional materials including educational handout, flowcharts, and Power Point presentations.

Analyze current training and procedures and make recommendations for improvement or updates.

Maintain records of classes given and rosters of attendees for POST Certification.

Maintain accurate records of all new user agreements and operator forms.

Participate in meetings and conferences as directed by supervisor regarding MoDEX and N-DEX systems.

Work closely with direct supervisor and division staff along with Department of Public Safety on project.

Performs statewide travel to conduct training.

Serve as a back-up trainer as needed in assigned areas.

Serves as the primary point of contact and knowledgeable authority for law enforcement agencies in regard to laws, regulations and guidelines pertaining to entry, query and use of information obtained through MULES / NCIC, MoDEX, N-DEX.

Performs other related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of state and federal laws, rules and regulations governing the collection, storage, and dissemination of crime report information.

Knowledge of MULES/NCIC, MoDEx, and N-DEx policies and standards and CJIS rules and regulations.

Knowledge of modern office practices and procedures.

Knowledge of business English as it relates to report writing.

Knowledge of word processing, spreadsheet, and presentation software (Lotus Notes, Microsoft Office, Excel, PowerPoint, etc.).

Must be skilled in time management techniques and prioritization.

Must possess excellent interpersonal skills.

Must possess excellent written communication skills, including proper and effective use of grammar, punctuation and sentence structure.

Skilled at performing multiple tasks with varying deadlines.

Skilled in problem solving.

Ability to write detailed reports in an efficient manner.

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

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

Ability to train various law enforcement personnel in proper procedures of records management and crime reporting.

Ability to conduct training and/or auditing sessions and presentations independently to various law enforcement agencies and personnel.

Ability to organize information and present it to a group in a clear and concise manner.

Ability to gather, assemble, correlate and analyze facts and devise recommendations and/or solutions to problems.

Ability to review and analyze information for quality, quantity, and adherence to appropriate standards.

Ability to analyze and correct problems relating to training methods and techniques.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to prepare (in written and oral form) clear, concise reports of training and audit results.

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Ability to work in a diverse and stressful or adverse work environment.

Ability to plan daily activities and work independent of direct supervision.

Ability to perform travel as necessary for the completion of assigned duties.

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.

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 Bachelor's Degree in Criminal Justice, Statistics, Computer Information Science, Business Administration, or closely related field and one year of qualifying *technical/field* work experience in the areas of law enforcement, MULES, probation & parole, or court administration. POST certified law enforcement experience is preferred.

OR

Five years qualifying *technical/field* work experience in the areas of law enforcement, MULES, probation & parole, or court administration. POST certified law enforcement experience is preferred.

NECESSARY SPECIAL REQUIREMENTS:

Must successfully complete a 6 month probationary period.

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

Must possess (within the first six months of employment) and maintain MULES Certification.

Must possess and maintain a valid Missouri driver license.

FLSA STATUS: Partial-Exempt

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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.