



**Classification: Criminal History Specialist I - CHM Section**

**Title Code: V00576**

**Pay Range: 20**

### **POSITION SUMMARY:**

This is a responsible technical and professional position. This position serves as the primary MSHP liaison for the administration and publication of the Missouri Charge Code Manual for use by all Missouri Criminal Justice agencies. It involves review of criminal history processes, updating criminal history databases, preparation of reports, and maintaining statistical data. Job duties include evaluating criminal arrest information and subsequent dispositions at various stages through the criminal justice process. Field research may be required to ensure a final disposition is obtained and an accurate criminal history record exists. Various criminal history systems, ranging from local record management systems to state and federal criminal history databases are utilized for research and evaluation. The position is responsible for updating the Missouri Charge Code System and coordinating the sharing of updates to all necessary State and Local Criminal Justice Systems. Work is performed under immediate supervision.

### **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.)

Serves as the primary MSHP liaison for the administration and publication of the Missouri Charge Code Manual for use by all Missouri Criminal Justice agencies.

Updates criminal history records based on confirmed final dispositions from courts, prosecuting attorneys, and law enforcement officials to ensure the quality of criminal records in MULES.

Conducts manual field research at various criminal justice agencies throughout the state. This is done in order to link criminal history information to specific criminal events. The specialist identifies problems and/or deficiencies in the criminal history reporting process while making recommendations for methods to improve disposition reporting.

Responsible for updating the Missouri Charge Code System and coordinating the sharing of updates to all necessary State and Local Criminal Justice Systems.

Serves on the Missouri Charge Code Committee which is responsible for creating/updating charge codes based on Missouri Revised Statutes.

Performs a comprehensive comparison of arrest and court data. Matches or updates criminal cases with their corresponding arrest records to search for and eliminate missing dispositions. Compares various criminal record databases, including the Justice Information System and the Missouri Uniform Law Enforcement System (MULES).

Prepares and distributes information such as formal reports, graphs, etc., in order to inform criminal history reporting agencies on the status of dispositions.

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Provides technical and administrative assistance to criminal justice agencies in order to improve the administration and operation of the criminal history process.

Works closely with the Missouri Office of Prosecution Services (MOPS), the Office of the State Court Administrator (OSCA), and the Missouri Department of Corrections on criminal history issues relating to prosecutor, court, and corrections interfaces.

Works closely with the Information and Communications Technology Division and system contractors regarding the coordination of programming changes required within the State Computerized Criminal History system and related interfaces.

Assists with processing court ordered expungements.

Collects and prepares statistical data relating to criminal history.

Performs job related travel as needed.

Performs other related duties as assigned.

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

Knowledge of the principles, methods, and techniques in the administration of criminal history records.

Knowledge of federal and state statutes, regulations, policies and procedures pertaining to the collection, storage, and dissemination of criminal history information.

Knowledge of the flow of cases through the criminal justice system with an understanding of the operation of local and state court systems.

Knowledge of Microsoft Office software including Word, Access, Excel, and PowerPoint.

Ability to operate a personal computer to record statistical data, related reports, build spreadsheets, etc.

Ability to operate standard office equipment (e.g., personal computer, facsimile machine, copier, shredder, etc.).

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

Ability to maintain accurate records, files, and documentation.

Ability to exercise judgment and discretion.

Ability to perform job related travel as needed.

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 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.

Ability to establish and maintain harmonious working relations with others.

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.)

Graduation from an accredited college or university with a bachelor's degree in criminal justice, business, public administration, or closely related field (emphasis will be given to those individuals possessing additional coursework in computer science, research methods, or statistics).

OR

Possess an Associate's Degree in Criminal Justice, Computer Information Science, Business Administration or closely related field and two years experience in the field of law enforcement, probation and parole, courts administration, or closely related field.

OR

Four years work experience in law enforcement, probation and parole, courts administration, or closely related field.

**NECESSARY SPECIAL REQUIREMENTS:**

Must be able to obtain and maintain MULES certification within six months of hire date.

Must successfully complete a 12-month probationary period.

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

**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.