

Criminal History Specialist I

Job Description

Missouri State Highway Patrol

Class Title: Criminal History Specialist I

Title Code: V00576

Effective Date: 02/01/02

Date Reviewed: 06/02/08 RK

Date Revised: 06/20/08

Immediate Supervisor: Senior CJIS Manager

Position Supervised: None

FLSA Classification: Partial exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a responsible technical and professional position. 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. Work involves ongoing contact with law enforcement, prosecuting attorneys and court personnel to ensure a complete and accurate flow of criminal history information is maintained throughout the criminal history process. An employee in this position is responsible for the provision of training services to criminal justice and non-criminal justice personnel, developing manuals, training materials, and written correspondence. 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 that may be found in positions of this class.)

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).

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.

Coordinates and provides training services related to criminal history reporting (including electronic fingerprint capture) to local, county, and state criminal justice agencies on the current reporting procedures.

Provide field training and software application support at various law enforcement agencies throughout the state.

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.

Criminal History Specialist I

2

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

Assist field trainers/quality assurance auditors in performing audits of reporting agencies by reviewing information entered by law enforcement agencies accessing the MULES/NCIC, UCR, and MIBRS systems.

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

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 establish and maintain effective working relations with others.

Ability to handle restricted information in a professional manner and maintain the information as such.

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

Ability to read English effectively.

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

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 work hours as assigned.

Criminal History Specialist I

3

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING 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. Employees of the Missouri State Highway Patrol's Criminal Records and Identification Division must possess four years work experience with at least one years experience at a level equal to or higher than a Criminal History Technician II, Fingerprint Technician II, or Latent Technician.