

Job Description

Missouri State Highway Patrol

Class Title: Juvenile/Missing Persons Liaison

Title Code: V00565

Effective Date: 10/02/97

Date Reviewed: 06/29/07

Date Revised: 06/29/07 #215

Immediate Supervisor: Juvenile/Missing Persons Unit Supervisor

Position Supervised: None

FLSA Classification: Non-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 specialized position where the employee serves as liaison between the Missouri Missing Children's State Clearinghouse and other various state, federal, local law enforcement agencies, as well as the public. General supervision is received in the performance of job duties; however, considerable initiative and motivation is expected within the employee's area of responsibility.

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.)

Reviews, analyzes, and responds to documentation and lead information pertaining to unsolved missing persons cases investigated by the Patrol, other law enforcement agencies, and the National Center for Missing and Exploited Children (NCMEC).

Researches all applicable and accessible files, database systems, on-line services and case summaries in order to respond to juvenile/missing persons/ inquiries from all law enforcement personnel, prosecutors, district attorneys and the public.

Maintains, analyzes, and distributes monthly statistics on missing juveniles and adults in the State of Missouri as well as those for requested individual cities, counties and troops.

Obtains photos and descriptive information from any law enforcement agency or the victim's family in order to create posters of missing juveniles and adults; distributes the posters through e-mail and fax to law enforcement in Missouri, other states, as well as other countries in cases of international abductions.

Creates, develops, and presents age-appropriate programs to schools, parents, civic organizations, private entities, other law enforcement agencies, etc.

Creates and distributes literature on safety to the Patrol museum, other law enforcement agencies, private entities, and parents.

Assists with special events involving the Missing Children's Clearinghouse such as National Missing Children's Day events, National Victim's Rights Week, exhibits at all of Missouri Wal-Marts and the exhibit located in the Patrol museum.

Alphabetizes, transports, and files hard copy of reports; purges and archives hard copy and computer records according to established Unit procedures.

Performs job-related travel to represent the Unit in various meetings and conferences.

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Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern office practices and procedures.

Knowledge of business English.

Knowledge of computer databases and on-line application systems (e.g., Lotus Notes, PowerPoint, etc.).

Ability to read English effectively.

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

Ability to operate basic office equipment (e.g., personal computer and keyboard, calculator, typewriter, fax copy, and teletype machines)

Ability to accurately type data and create and/or modify various reports and databases via personal computer and keyboard.

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

Ability to alphabetize, transport, file, purge and archive reports, records and files.

Ability to establish and maintain effective working relations with others.

Ability to organize, prioritize, and plan work effectively.

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

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

Ability to perform job-related travel.

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.).

Ability to work with little supervision and be a self-motivator.

Ability to work hours as assigned.

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 a standard high school or possess a GED. Four years of responsible analytical and technical clerical experience or related law enforcement work is preferred.

NECESSARY SPECIAL REQUIREMENTS

Must be able to attend a basic analytical course within the first year of employment.

Ability to pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Drug and Crime Control Division.