



**Classification:** PRD Program Supervisor (Arrest Records)

**Title Code:** V00680

**Pay Range:** 26

### **POSITION SUMMARY:**

This is a highly responsible supervisory, technical and quality control position in the Arrest Records Section of the Patrol Records Division. The employee in this position assists with the management of the Traffic Arrest System/DWI Tracking System (TAS/DWITS), assures the accuracy and completeness of data into the system and serves as liaison to users of the TAS/DWITS. The employee oversees and performs processing of court disposition records, both electronic and written; data quality control measures; processing of court orders to modify or expunge TAS/DWITS records; and dissemination of TAS/DWITS data/records as prescribed by state and federal law and Patrol policies and procedures. The employee also supervises personnel assigned to the Arrest Records Section. Work is subject to general review and supervision by the assistant director and/or division director for conformance with 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.)

Assists management with the development and implementation of effective work plans for the Arrest Records Section and management of the TAS/DWITS system; updates work flow procedures as needed.

Coordinates and monitors subordinates' work flow and job performance to ensure compliance with State and Federal law and Patrol policies and procedures; provides technical assistance to subordinates; approves/disapproves leave, processes time records, provides counseling and feedback, and conducts performance evaluations.

Oversees the scanning and indexing of various TAS/DWITS source documents in the Content Manager System.

Processes court petitions and orders to expunge records from or modify records in the TAS/DWITS; ensures court order is in compliance with State law; retrieves applicable record from database, obtains record and other related information from the Criminal History System and Department of Revenue Driver License System; forwards court order and source documents to the assistant division director for review/approval; expunges or changes TAS/DWITS records.

Performs quality control regarding the timeliness and accuracy of TAS/DWITS data received and entered into databases.

Performs annual review of the Uniform Citation (UC) Audit System for each Patrol troop; randomly selects records via assigned Patrol CVE or member's badge number; runs query on TAS/DWITS by badge number via the Managed Reporting Environment; compares source documents from the troops with the query reports; ensures troop is in compliance with Patrol written policies and procedures in regard to arrest reports and systems; submits summary review report to the Superintendent on findings and recommendations.

Processes requests for data, statistics, and/or records maintained in TAS/DWITS; ensures dissemination of requested data/records is in compliance with State and Federal law and Patrol policies and procedures; makes certain payment for requested data statistics and/or records is processed for deposit, and disseminated TAS/DWITS at which records are logged within the system.

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Processes requests from various law enforcement agencies regarding the assignment of unique and sequential UC numbers from the UC Audit System; prepares and disseminates correspondence to respective agency confirming assigned UC numbers; monitors the supply of UC's at the Patrol's Supply Warehouse; coordinates procurement of UC's with the Patrol's Budget and Procurement Division.

Assist Patrol Records Division management with development of a training lesson plan and presentation on the TAS/DWITS to users. Also assists with presenting the information at TAS/DWITS training sessions.

Oversees the access integrity of the TAS/DWITS by mailing quarterly correspondence and a listing of TAS/DWITS users to each agency/Patrol component Terminal Agency Coordinator (TAC) to make certain personnel remain as authorized users. Follows-up with Patrol's Criminal Justice Information Services Division to update users TAS/DWITS access based on response from the TAC.

Tests changes and enhancements to the TAS/DWITS before being placed into production. Works closely with the Patrol's Criminal Justice Information Services Division to correct any problem issues or malfunctions with TAS/DWITS and makes certain the Patrol's Automated Field Reporting System and TAS/DWITS are in sync. Reports and troubleshoots problems with the Patrol Records Division's document imaging scanners.

Opens and processes mail addressed to the Arrest Records Section; sorts, records and disseminates to section or division personnel, other Patrol components, and/or government entities.

Assists Patrol personnel and statewide criminal justice agencies with questions, problems, and issues concerning TAS/DWITS and serves as a Patrol liaison to criminal justice and state agencies submitting data to TAS/DWITS.

Serves as an assistant Custodian of Records in absence of the director and assistant director by appearing in court when subpoenaed, processing requests for records, certifying traffic records as official copies of records kept as part of normal MSHP business, and controlling access to closed records.

Prepares written reports and maintains records of personnel and activities in the Arrest Records Section.

Attends internal and external meetings regarding TAS/DWITS as assigned.

Performs other related work as assigned.

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

Thorough knowledge of the State of Missouri Sunshine Law, Federal Laws, and Patrol policies and procedures relating to the reporting and dissemination of arrest records.

Thorough knowledge of TAS/DWITS-related codes, flow of reports/data to the TAS/DWITS, TAS/DWITS encoding requirements and quality control measures, scanning and indexing source documents into the Content Manager System, and TAS/DWITS validation rules.

Thorough knowledge of the Patrol reporting requirements of the Uniform Citation and Office of State Courts Administrator reporting requirements of the Record of Conviction form.

Thorough knowledge of the job duties of personnel assigned to the Arrest Records Section.

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Working knowledge of arrest and court disposition statistical information used in Patrol publications and special reports.

Working knowledge of the Missouri Uniform Law Enforcement System (MULES).

Working knowledge of systems utilized to complete assignments.

Working knowledge of the Department of Revenue vehicle and driver record systems, Office of State Courts Administrator CaseNet System, and Patrol's Criminal History System.

Knowledge of effective practices and principles of supervision.

Knowledge of modern office procedures and practices.

Knowledge of various forms of computer software (Excel, Outlook, Lotus, Word, etc.).

Knowledge of business English, spelling, and arithmetic.

Ability to compile and interpret statistical data for development of publications and reports.

Ability to complete quality control on data received and entered into databases.

Ability to exercise judgment and discretion and make decisions in accordance with laws, policies and regulations.

Ability to establish and maintain records and files (electronic and hardcopy).

Ability to assist with the creation and modification of work flow procedures to ensure the Arrest Records Section operates efficiently and effectively.

Ability to demonstrate work techniques in the training of other employees and TAS/DWITS users.

Ability to multi-task and prioritize assignments.

Ability to plan, delegate and supervise the work of employees assigned to the Arrest Records Section.

Ability to work independently, think logically, and to analyze and interpret work-related problems, particularly in the area of arrest, prosecutor, and court disposition records.

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

Ability to work under pressure in order to produce a volume of work necessary to meet deadlines.

Ability to travel to conduct Patrol business as needed.

Ability to follow and understand oral and written instruction.

Ability to travel to conduct Patrol business as needed.

Ability to operate basic office equipment as detailed in the description of duties.

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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 four-year degree with an emphasis in Criminal Justice, Statistics, Business Administration, or related field, and two consecutive years within the Missouri State Highway Patrol's Patrol Records Division as a PRD Technician III within the Arrest Records Section OR six years experience in the field of criminal justice to include arrest records and/or prosecutor/court dispositions with personnel supervisory/management job duties. Individuals with law enforcement experience may be given preference.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

**NECESSARY SPECIAL REQUIREMENTS:**

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

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

**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.