



Classification: Temporary Clerk/Professional - MIAC

Title Code: V09752 or V09811

Pay Range: -

POSITION SUMMARY:

This is an entry level to an advanced level temporary position in which the individual analyzes and assesses criminal information of a confidential nature and via specialized analytical and informative state and federal databases. The employee disseminates information to appropriate personnel and outside agencies. Work is performed under general 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.)

Researches all applicable files, database systems, and case summaries in order to respond to intelligence and criminal activity inquiries from all state and federal law enforcement agencies (state patrol agencies, FBI, DEA, ATF, IRS, etc.) and prosecuting attorneys.

Creates photo line-ups; searches law enforcement arrest record databases for facial and demographic make-up of arrested individuals similar to suspect; searches Department of Revenue database for driver's license photo of arrested individuals chosen for the photo line-up; prints photos; forwards selected photos to investigating officer for review by victim(s) or witness(es).

Assists with weekly and monthly publications and various brochures detailing trends in criminal activity, drug trafficking, gang related information, from information received by the Patrol and other state and national law enforcement intelligence agencies; disseminates the publications to various local, state, and federal law enforcement agencies for informative purposes.

Complete other responsibilities as assigned in support of the Midwest HIDTA, MoSPIN, and the Missouri State Highway Patrol.

Encodes data into the computer database via the personal computer; verifies, modifies or deletes information as required.

Answers incoming calls and makes connection to person or division requested; takes messages for employees and visitors on a limited basis.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, shredder, adding machine, computer printer, etc.).

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern office practices, procedures, and equipment.

Ability to learn assigned tasks within a reasonable time and to adhere to prescribed routines.

Ability to perform data entry.

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Ability to sit in front of a PC and perform data entry for extended periods of time.

Ability to alphabetize, transport, file, and purge records/documents.

Ability to work independently as well as follow oral and written instruction.

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

Ability to proofread and edit computer entries.

Ability to multi-task and prioritize assignments.

Possess basic arithmetic skills.

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

Ability to work under pressure.

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.)

Graduation from a high school or possess a GED.

Preference may be given to applicants who possess a Bachelor Degree in criminal justice, or related field; or 4 years of comparable technical or analytical experience in a criminal justice agency, military agency, or related field.

NECESSARY SPECIAL REQUIREMENTS:

Must be a resident of Missouri at the time of appointment.

Must successfully complete Foundations of Intelligence Analysis Training (FIAT) within a period not to exceed six months after appointment (or as soon as course enrollment is available).

Must pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Missouri State Highway Patrol

Must obtain a secret level Department of Homeland Security background/clearance or other federal background/clearance of equal security level.

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FLSA STATUS: Non-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.