



**Classification:** CJIS Specialist I (Security)

**Title Code:** V00676

**Pay Range:** 18

**POSITION SUMMARY:** This position performs a number of functions related to information security to include, but not limited to: user and device access control, administrative agreement management, technical log review/analysis, cyber threat analysis, technical document development, and other support duties as assigned. An employee in this position also has frequent interaction with external law enforcement entities assisting in ensuring the overall system security of criminal justice information systems statewide. Work is performed under general supervision; however, the employee is expected to exercise independence in the performance of assigned responsibilities.

**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.):

Disseminates and processes network connectivity administrative paperwork, requests for new agency access, requests for additional device access, and reviews and approves internal and external user access requests.

Provides first-tier technical assistance to agencies installing security software, configuring users, and on-going support for user access problems.

Audits internal/external user/device access to ensure continued accuracy and security of criminal justice systems.

Maintains and creates multiple tracking databases and spreadsheets to include: user access requests, Contractor/Vendor background checks, investigative log analysis projects, and SSL/VPN agency access.

Performs background checks on contractors or employees of the patrol or for participants in the State Criminal Justice Central Vendor File. Ensures that these individuals and companies comply with CJIS Security Policy requirements regarding background checks and security awareness training.

Assists with mailings, processing of audit letters and documentation as needed

Logs all security unit investigative log analysis and compile statistical information

Performs security log analysis and investigative assistance

Monitors help desk with tickets concerning information security and handle all tier-one requests.

Performs other related work 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, and 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 information systems and security principals

Knowledge of auditing procedures and policies; specifically in the area of information systems.

Knowledge of document management techniques.

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

Basic knowledge of the techniques and the fundamentals of oral and written communication.

Basic knowledge and understanding of security and quality control procedures and methodology.

Ability to review and analyze information for quality, quantity, and adherence to appropriate standards.

Ability to utilize deductive reasoning when analyzing and interpreting data and problem situations and to interpret spatial data.

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

Ability to maintain accurate records, files, and documentation.

Ability to work under pressure of performing multiple tasks with varying deadlines while maintaining high quality work.

Ability to exercise judgment and discretion.

Ability to learn to perform entries, proofread, edit, and update data within various computerized databases.

Ability to transport boxes and/or trays of documents, criminal history records, fingerprint cards, etc. up to 30 pounds.

Ability to work independently with general supervision.

Ability to occasionally travel for the completion of assigned duties.

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

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 in the criminal justice/law enforcement field and two years of comparable work experience in the criminal justice/law enforcement field working directly with criminal record systems (comparable work may be substituted on a year-for-year basis for the required education).

Preference may be given to applicants who possess a four-year degree in Information Security, Cybersecurity, Information Assurance, Information systems or closely related field and two years of experience in the information security, cybersecurity, or information assurance fields (comparable work in information security or information technology may be substituted on a year-for-year basis for the required education).

**NECESSARY SPECIAL REQUIREMENTS:** Must be able to obtain and maintain MULES certification within six months of hire date.

**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.