



**Classification:** CJIS Trainer/Auditor II (UCR)

**Title Code:** V00672

**Pay Range:** 24

### **POSITION SUMMARY:**

This entry level position is responsible for training and auditing associated with the collection, use, application, storage, and dissemination of crime statistics and criminal history record information derived from the systems of the Missouri State Highway Patrol (MSHP) and United States Department of Justice (USDOJ). This position ensures that Missouri criminal justice agencies are in compliance with all statutory and federal laws, as well as the policies set forth in the FBI CJIS Security Policy, FBI National Crime Information Center (NCIC), and FBI National UCR Program. In addition, the position requires a highly professional, technically skilled, computer literate, and responsible individual who possesses the ability to work independently outside the division headquarters. The employee assigned to this position exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided to ensure conformance with the division's established rules, 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.)

Performs Policy Compliance Reviews of criminal justice agencies; makes recommendations for corrective actions and provides other appropriate assistance/training to audited agencies.

Works with other Trainer/Auditors to share deficiencies that may require adjustments to the training and/or auditing curriculum; conducts peer reviews of other regional audit findings.

Schedules and prepares for CJIS Policy Compliance Reviews; to include preparing notification letters, entering scheduled dates on spreadsheets, and reviewing/analyzing agency reported crime statistics, MULES transactions, and N-DEx queries for compliance.

Updates and maintains MULES User Agreements, Local Agency Security Officer letters, UCR Registration, MULES DC42 database, and the UCR Address Book with personnel and contact information changes; maintains current audit files and compliance records of all Missouri law enforcement agencies for the Missouri Department of Public Safety.

Provides technical assistance to agencies relating to MoUCR, MIBRS, MULES, or N-DEx; to include troubleshooting technical issues with records management systems or computer software and testing both MSHP and agency software for functionality and compliance.

Assists with updating and distributing MoUCR Technical Specifications Manuals and quarterly RMS Charge Code mapping.

Schedules, plans, and conducts classroom trainings statewide using the ten (10) POST-approved UCR Summary and MIBRS Training Modules; seeks opportunities to provide additional training sessions with state/county/local law enforcement agencies, municipalities, correctional institutions, and special interest groups regarding the collection/use of crime statistics and the use/dissemination of criminal history record information.

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Assists with formulating, writing, and/or updating CJIS Division policy and standards manuals, MoUCR Training modules, CJIS Newsletter articles, CJIS Annual Report, annual Missouri Domestic Violence Report, annual Missouri Hate Crime Report, and other documentation as assigned.

Attends and/or instructs at annual conferences held by the Patrol and various other state and/or national agencies.

Performs work-related travel as necessary to complete audits, training, etc.

Performs other related work as assigned.

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

Thorough knowledge of state and federal laws, rules, and regulations pertaining to the collection, storage, and dissemination of criminal history record information.

Thorough knowledge of FBI CJIS, NCIC, and MULES rules and regulations, specifically the FBI CJIS Security Policy, MULES Policy and Procedures Manual, and 576.050 RSMo.

Thorough knowledge of the current FBI UCR Handbook, FBI UCR NIBRS User Manual, FBI NIBRS Technical Specifications Manual, Missouri Supplement to the FBI UCR Handbook, MIBRS Technical Specifications Manual, and 43.505 RSMo.

Thorough knowledge of the MSHP CJIS Division Units, Manuals, and General Orders.

Thorough knowledge of national Uniform Crime Reporting procedures.

Thorough knowledge of the Policy Compliance Review audit program, procedures, and methodology pursuant to Generally Accepted Government Auditing Standards (GAGAS).

Thorough knowledge of MULES, NCIC, NSOR, MACHS, AFIS, FBI LEO, and other criminal justice systems.

Thorough knowledge of criminal justice information sharing platforms (N-DEx).

Thorough knowledge of the methods of instruction, design of training materials, and principles of personnel development.

Possess the ability to test new software applications, troubleshoot, and resolve hardware and/or software problems related to MoUCR and MULES, and respond to agency contacts and software vendors' questions related to MoUCR and MULES.

Possess excellent skills in verbal and written communication, including proper and effective use of grammar, punctuation, and sentence structure.

Ability to work independently and be self-motivated.

Ability to develop skills with word processing, spreadsheet, and presentation software (i.e. Lotus Notes, Microsoft Office, Excel, PowerPoint, etc.).

Possess skills in time management techniques and prioritization and the ability to work under pressure while maintaining a high quality of work.

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Possess skills in data analysis and problem solving and the ability to summarize information in concise reports to ensure understanding and for utilization in presentations.

Ability to interpret policies and laws in written and oral form.

Ability to effectively research, plan, develop, and organize materials for use in training programs.

Ability to conduct training, meetings, briefings and/or auditing sessions and presentations independently to various law enforcement agencies, public entities, and personnel in a professional manner.

Ability to read, interpret, and convey both orally and in writing the meaning of spatial data (maps, charts, graphs, etc.).

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.

Excellent interpersonal skills to deal effectively with various personalities and to establish and maintain effective team oriented working relationships (coworkers, supervisors, law enforcement entities, etc.).

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 perform job-related travel and work flexible hours.

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 Bachelor's Degree from an accredited college or university and two years of work experience utilizing the knowledge, skills, and abilities associated with this position. Duties involving public speaking, administration, training, curriculum development, and policy and procedure experience is preferred, but not required. Employees within the Missouri State Highway Patrol's Criminal Justice Information Services Division may substitute comparable work experience on a year-for-year basis for the required education.

**NECESSARY SPECIAL REQUIREMENTS:**

Must possess and maintain a valid driver license.

Must be able to obtain and maintain MULES certification.

Must attend and successfully pass Police Instructor School.

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**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.