



**Classification:** CJIS Trainer/Auditor III (Criminal History/Livescan Unit)

**Title Code:** V00670

**Pay Range:** 26

**POSITION SUMMARY:** This senior-level position is responsible for providing the training technical assistance associated with the collection, use, storage, and dissemination of 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 state and federal laws, and applicable policies. 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. Extensive travel is required for this position.

**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.):

Provides technical assistance related to criminal history reporting processes, criminal charge codes, information sharing, Automated Fingerprint Identification System (AFIS) processing, and Livescans, to include court ordered fingerprinting, warrant arrest, failure to appear arrest, fingerprint card data formats, Electronic Biometric Transmission Specification (EBTS), and the disposition reporting process for prosecutors, courts, corrections, and mental health.

Serves as the primary point of contact for criminal justice agencies in providing assistance with issues associated with criminal history reporting processes, to include the laws, regulations, and guidelines pertaining to the collection, storage, use, and dissemination of criminal history record information.

Develops instructional materials, to include educational handouts, flowcharts, and PowerPoint presentations.

Provides training to criminal justice personnel, non-governmental groups, and/or organizations, regarding Criminal Justice Information Services (CJIS) Systems maintained by the Missouri State Highway Patrol and the Federal Bureau of Investigation (FBI). Training may include Peace Officers Standards and Training (POST) approved lesson plans.

Analyzes current training practices and making recommendations for improvements or updates.

Prepares and provides all necessary training materials and other correspondence associated with Criminal History Training, Rap Sheet Training, Livescan Certification and Training, and Information Sharing Systems.

Works closely with the Office of State Courts Administration (OSCA), the Missouri Office of Prosecution Services (MOPS), the Missouri Charge Code Committee, CJIS Staff, as well as other criminal justice agencies in maintaining the Missouri Charge Code and associated reporting systems.

Researches and reviews legislation to ensure all criminal laws are associated with a corresponding charge code.

Researches and determines charge code data elements, to include, but not limited to, offense type, case type, crime classifications, literal description, Record of Conviction, DNA, Uniform Crime Reporting (UCR), National Incident-Based Reporting System (NIBRS), Sex Offender Registry, and Field Operations to accurately report criminal violations through the lifecycle of a criminal event.

Researches and identifies the number of codes needed to accurately identify an offense, as well as determining if the offense(s) are considered reportable according to Missouri state statute.

Provides user provisioning by granting access to information sharing systems, such as the Missouri Law Enforcement Data Exchange (MoDEx) and the National Data Exchange (N-DEx), after verifying agency participation and successful completion of security awareness training.

Performs statewide job-related travel to conduct training, staff vendor booths, or provide technical assistance.

Maintains a record of all training and class rosters for POST Certification.

Formulates, writes, and/or updates CJIS Division policy and standards manuals, CJIS Newsletter articles, the CJIS Annual Report, and other documentation as assigned.

Conducts peer reviews of other regional audit findings.

May serve as a lead and mentor to other staff members within the Criminal History/Livescan Unit.

Serves as a back-up trainer, as needed, in assigned areas.

Participates in meetings and conferences as directed by supervisor.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Comprehensive knowledge of state and federal laws, rules, and regulations pertaining to the collection, storage, and dissemination of criminal history record information.

Comprehensive knowledge of general operating principles and capabilities of computer hardware and software.

Comprehensive knowledge of computer operating systems and various computer platforms.

Comprehensive knowledge of trends and developments in computer hardware and software.

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

Comprehensive knowledge of MSHP CJIS Division's functions, Manuals and General Orders.

Comprehensive knowledge of Computerized Criminal History (CCH), Missouri Uniform Law Enforcement System (MULES), National Crime Information Center (NCIC), Sex Offender Registry (SOR), Missouri Automated Criminal History Site (MACHS), AFIS, FBI Law Enforcement Enterprise Portal (LEEP), and other criminal justice systems.

Comprehensive knowledge of criminal justice information sharing platforms (MoDEx, N-DEx, etc).

Comprehensive knowledge of the principles of computer programming and systems analysis, design, testing, and documentation.

Comprehensive knowledge of the techniques and the fundamentals of oral and written communications.

Comprehensive knowledge of word processing, spreadsheet, and presentation software (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.

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.

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

Possess strong interpersonal skills to effectively correspond with various personalities to establish and maintain successful team oriented working relationships among coworkers, supervisors, and criminal justice entities, etc.

Possess strong multitasking skills with the ability to prioritize task to meet varying deadlines.

Ability to prepare and maintain standards, policies, procedures, guidelines and technical manuals.

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

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

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

Ability to effectively research, plan, develop, and organize materials for use in training and auditing 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 work with restricted and confidential information including material that may be of a sexual nature related to criminal activity (e.g., written material, photographs, and/or verbal language, etc.) while maintaining the confidentiality of such information.

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

Ability to work independently and be self-motivated.

Ability to perform job-related travel and work flexible hours as assigned.

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

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

Ability to plan daily activities and work independent of direct supervision.

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

Ability to establish and maintain harmonious working relations with others.

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 as a CJIS Trainer/Auditor II with the Criminal History/Livescan Unit of the Missouri State Highway Patrol's Criminal Justice Information Services Division, or comparable experience.

Duties involving public speaking, administration, training, curriculum development, and policy and procedure experience is preferred, but not required.

**NECESSARY SPECIAL REQUIREMENTS:** Must possess and maintain a valid driver license.

Must be able to obtain and maintain MULES certification within six (6) months of appointment.

Must be able to obtain and maintain Livescan certification within six (6) months of appointment.

Must attend and successfully pass Police Instructor School within twelve (12) months of appointment.

**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.