



**Classification:** Temporary Professional (SASS Section) RDD

**Title Code:** V09811

**Pay Range:** Hourly

**POSITION SUMMARY:** This position is responsible for entering, updating, verifying, and maintaining data within various databases and manual files. This position is also responsible for assisting personnel within the Statistical Analysis Center on numerous research projects utilizing Patrol and other agency incident reports, crash and crime data. Duties include data retrieval, merging, and manipulation. An employee in this position is closely supervised until training is successfully completed; then general supervision is received from a designated supervisor.

**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.)

Receives data for input in various incident, crime and crash databases.

Assists in verifying data accuracy for incident, crime and crash databases.

Responds to inquiries, in person and via telephone, regarding crash and crime data, death in custody and violent death reports according to Missouri Sunshine Law and departmental policy.

Responds to inquiries, in person and via telephone regarding death reporting for the Centers for Disease Control (CDC) National Violent Death Reporting System (NVDRS) according to CDC guidelines and Missouri Sunshine Law and departmental policy.

Compiles and examines death records based on the issuance of death certificates by the Missouri Department of Health and Senior Services (DHSS), county coroners, and medical examiners to ensure the quality and accuracy of Missouri Violent Death Reporting System (MDVRS) databases.

Acts as a liaison between law enforcement agencies, county coroners and medical examiners.

Conducts rudimentary research on topics associated with Statistical Analysis Center projects.

Operates standard office equipment (e.g., personal computer, facsimile machine, telephone, duplicating machine, shredder, electronic card files and printer, etc.).

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to learn to perform entries and updates within various computerized databases.

Ability to read and interpret International Statistical Classification of Disease and Health Related Problems (ICD-10) codes for data entry.

Ability to work with death records in a confidential and professional manner.

Ability to enter data or information into a computer terminal using a keyboard, mouse, or other input device.

Ability to operate standard office equipment detailed above in the description of duties.

Ability to proofread and edit computer entries.

Ability to maintain clerical records and files.

Ability to work independently with general supervision.

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 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 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.)

Possession of a high school diploma or equivalent and completion of 60 college credit hours with an emphasis in statistics, data management, Criminal Justice, social sciences or related field.

OR

Two years experience in the aforementioned fields, or a combination of two years education and experience in statistics, data management, Criminal Justice, social sciences, etc.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works a maximum eight-hour shift as directed by the division supervisor, making sure no more than 1,000 hours of work is completed in a time period of one year; however, working hours are subject to change at the discretion of the commanding authority.