



**Classification:** CJIS Specialist I (NJTA Unit)

**Title Code:** V00676

**Pay Range:** 18

**POSITION SUMMARY:** This position is responsible for working closely with the Noncriminal Justice Training and Auditing (NJTA) Unit personnel and will assist in the performance of technical and professional work involving training and auditing of agencies with access to fingerprint-based criminal history record information. This position will be the primary contact for the administration of the Missouri Volunteer and Criminal History Service (VECHS) program. The employee will be responsible for reviewing applications, verifying information, researching agency status, and providing a recommendation for VECHS program eligibility. This position also provides technical support to various criminal justice and noncriminal justice agencies throughout the state of Missouri, regarding Missouri Automated Criminal History System (MACHS) access, records management, and criminal history transactions. General supervision is received in the performance of duties however, the employee is expected to exercise considerable initiative and independence within the area of responsibility.

**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.):

Reviews and makes recommendations pertaining to agencies eligibility to participate in the VECHS program, pursuant to the National Child Protection Act, as amended by the Volunteers for Children Act (NCPA/VCA) guidelines and 43.539 RSMo.

Reviews and makes recommendations of noncriminal justice Originating Agency Identifier (ORI) requests based on local, state, and federal laws to include Public Law 92-544, the NCPA/VCA, The Adam Walsh Act, Child Care and Development Block Grant Act, and other applicable federal laws.

Performs administrative duties for the unit, including but not limited to, drafting correspondence, updating forms, answering phones, compiling reports, sorting mail, creating spreadsheets, organizing files, proofreading text, developing publications, copying materials, scanning documentation, managing agency contact information, and maintaining computerized databases.

Performs monthly log scans and off-line searches on CJIS data for related audit purposes.

Assists the Trainer/Auditors with training records and documentation for Livescan Certification, Livescan Instructor, National Data Exchange (NDEx), and Security Awareness Training (CJIS Online access), and provide certificates to participants, as applicable.

Assists in researching statutes, ordinances, and federal laws; drafting letters to the Federal Bureau of Investigation (FBI); providing electronic access to Missouri Automated Criminal History Site (MACHS); and with training that may include Rap Back services and validations.

Assists the Trainer/Auditors with scheduling and planning of trainings for criminal history access and use, based on state and federal laws, rules and regulations, fingerprint submissions, and Rap sheets.

Assists all noncriminal justice agencies with entry, access, and transaction issues that arise within the MACHS systems and with the applicant vendor.

Analyzes, reviews, edits, and processes the ORI Editor database using established guidelines to ensure accuracy and validity.

Processes user access requests for MACHS accounts on the MACHS website and provides support to agencies with MACHS access issues.

Tracks, develops, and maintains agency surveys on performance.

Assists CJIS personnel with the development, planning, organization, and delivery of training materials.

Compiles and submits statistics on training, auditing, registration, and other reports as requested.

Perform 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 state and federal laws, rules and regulations pertaining to the collection, storage, and dissemination of crime report or criminal history information.

Knowledge of the flow of cases through the criminal justice system, with a thorough understanding of the operation of local and state court systems.

Knowledge of Policy Compliance Review Audit program, Missouri VECHS program, and CJIS security policies and standards.

Knowledge of the techniques and the fundamentals of oral and written communications.

Knowledge of methods of instruction, preparation of training materials and principles of personnel development.

Knowledge and understanding of the MULES/NCIC/NLETS manuals and contents.

Knowledge and understanding of security and quality control procedures and methodology.

Knowledge and understanding of the NCJ Audit/NCIC audit process.

Knowledge of MULES, NCIC, NLETS, and DOR applications.

Considerable knowledge of Microsoft Office software including Word, Access, Excel, and PowerPoint. Basic knowledge and understanding of security and quality control procedures and methodology.

Ability to troubleshoot problems as they arise with MACHS website.

Ability to schedule field research and training and to facilitate meetings.

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 50 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 Bachelor's Degree from an accredited college or university and two years of comparable work experience utilizing the knowledge, skills, and abilities associated with this position. (Comparable work 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.

Must attend and successfully pass CJIS - IT Security Training within six months of appointment.

**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.