

Job Description  
*Missouri State Highway Patrol*

Class Title: AFIS Entry Operator I

Title Code: V00547

Effective Date: 01/25/96

Date Reviewed: 5/26/06 TH

Date Revised: 12/27/04

**Immediate Supervisor:** Fingerprint Technician Supervisor

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an 8-hour rotating shift including weekends and holidays as directed by the division director. Working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an entry-level position where the employee provides criminal history record information to law enforcement agencies and other authorized agencies nationwide via computer terminal. An employee in this position is closely supervised.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Processes precise information from criminal and applicant fingerprint cards received from law enforcement agency personnel and other authorized personnel (e.g., employers with safety sensitive positions, prosecutors, attorneys, etc.); disseminates criminal history records manually and electronically according to Missouri Sunshine law and departmental law governing said process.

Collates in numeric order all master fingerprint cards (e.g., first print received on an individual); corrects files that have a double set of fingerprints in system (e.g., individual has given an alias or different social security number on subsequent arrests); updates computer system; merges two manual files into one; checks dissemination of previous information and sends necessary updates.

Enters all applicant fingerprint card demographic data and identification information into the criminal history record system, e.g. systems that track an individual without a record who wants to be considered for a safety-sensitive position.

Enters updated information on individuals presently on CHRS.

Reviews fingerprint images, entering personal information on new fingerprint cards into the card using workstations.

Sorts, files, and retrieves classified documents manually and electronically.

Enters and updates mandatory data from prosecutors.

Screens and authorizes individuals into secured building.

Checks fingerprint cards for proper coding of Missouri Charge Codes and statutes.

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Scans and indexes source documents into the Imaging System.

Processes record checks and warrant checks for the public window (including down loading diskettes, collecting fees, etc.).

Processes name searches from criminal and sex offender history.

Receives and transmits criminal history records and administrative messages, etc.; sends and receives messages by computer terminal following direct inquiry to Criminal Records Division.

Confirms warrants.

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

Retrieves old case files from archives.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern office practices, procedures and equipment.

Ability to determine open and closed records.

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

Ability to learn computerized Criminal History Record System necessary to perform entries and updates of fingerprint cards.

Ability to learn to distinguish fingerprint patterns and properly mark cores.

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

Ability to operate standard office equipment as detailed above in the description of duties and learn to operate television monitor and intercom building security system.

Ability to alphabetize, transport, file and purge records/documents, as needed.

Ability to transport boxes of computer paper and trays containing fingerprint cards.

Ability to proofread and edit computer entries.

Ability to maintain clerical records and files.

Ability to work independently with general supervision.

Ability to establish and maintain harmonious working relations with others.

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

Possess the skill to type 40 words per minute with ten (10) errors or less.

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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.

Ability to acquire appropriate charge codes and apply to daily duties.

Ability to conduct on-line criminal history inquiries to retrieve FBI numbers from in-state and out-of-state sources.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING 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.)

Graduation from a standard high school or possess a GED.

### NECESSARY SPECIAL REQUIREMENTS

Must successfully complete MULES certification training within six months of appointment.