



Classification: CJIS Trainer/Auditor I (Livescan)

Title Code: V00671

Pay Range: 22

POSITION SUMMARY:

This entry level position is responsible for statewide training and technical assistance to criminal justice agencies. This includes assisting with developing training materials and acting as a point of contact between user agencies and the Missouri State Highway Patrol. Moderate in-state travel is required and flexible shifts are required in order to facilitate effective interaction with supported law enforcement personnel. This position requires a highly professional, technically skilled, and responsible individual who possesses the ability to work independently outside the division. The employee assigned to this position exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided by an immediate supervisor to ensure conformance with the department'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.)

Conducts formal P.O.S.T. approved training classes statewide for criminal justice agency personnel and civic and non-governmental organizations and groups who may benefit from an understanding of data produced and provided by the the Missouri State Highway Patrol and FBI CJIS Divisions. Provide all necessary materials during training.

Prepares correspondence to solicit and schedule training.

Maintains records of classes given and rosters of attendees for POST Certification and Livescan certification and re-certification and Criminal History process.

Assists in developing instructional materials including educational handouts, flowcharts, and Power Point presentations. Analyzes current training and procedures and makes recommendations for improvement or updates.

Performs statewide job related travel as needed to conduct these educational opportunities.

Serves as the primary point of contact and knowledgeable authority for law enforcement agencies in regard to laws, regulations and guidelines pertaining to entry, query and use of information obtained through MULES and Livescan.

Maintains records of all new user agreements and operator forms.

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.

Classification: CJIS Trainer/Auditor I (Livescan)

Title Code: V00671

Pay Range: 22

Page 2

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of state and federal laws, rules and regulations governing the collection, storage, and dissemination of crime report information.

Knowledge of MULES/NCIC policies and standards and CJIS rules and regulations.

Knowledge of modern office practices and procedures.

Knowledge of business English as it relates to report writing.

Knowledge of word processing, spreadsheet, and presentation software (Lotus Notes, Microsoft Office, Excel, PowerPoint, etc.).

Ability to write detailed reports in an efficient manner.

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

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

Ability to train various law enforcement personnel in proper procedures of records management and crime reporting.

Ability to conduct training and/or auditing sessions and presentations independently to various law enforcement agencies and personnel.

Ability to organize information and present it to a group in a clear and concise manner.

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

Ability to review and analyze information for quality, quantity, and adherence to appropriate standards.

Ability to analyze and correct problems relating to training methods and techniques.

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

Ability to prepare (in written and oral form) clear, concise reports of training and audit results.

Ability to work in a diverse and stressful or adverse work environment.

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

Ability to perform travel as necessary 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.

Classification: CJIS Trainer/Auditor I (Livescan)

Title Code: V00671

Pay Range: 22

Page 3

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 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 be able to obtain and maintain Livescan certification.

Must attend and successfully pass Police Instructor School.

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.