



Classification: CJIS Trainer/Auditor II (Security Unit)

Title Code: V00672

Pay Range: 24

POSITION SUMMARY:

This entry level position is responsible for training and auditing associated with the collection, use, application, storage, and dissemination of criminal justice 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 statutory and federal laws, as well as the policies set forth in the FBI CJIS Security Policy. In addition, the position requires a highly professional, technically skilled, computer literate, and responsible individual who possesses the ability to work independently outside the division headquarters. 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.

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.)

Performs IT Security Audits of criminal justice agencies; makes recommendations for corrective actions and provides other appropriate assistance/training to audited agencies.

Works with other Trainer/Auditors to share deficiencies that may require adjustments to the training and/or auditing curriculum; conducts peer reviews of other regional audit findings.

Schedules and prepares for IT Security Audits; to include preparing notification letters, entering scheduled dates on spreadsheets, and reviewing/analyzing agency policies, documentation, or logs for compliance.

Updates and maintains Local Agency Security Officer letters, MULES DC45 database; maintains current audit files and compliance records of all Missouri law enforcement agencies.

Provides technical assistance to agencies relating to MULES and FBI CJIS Security Policy; to include troubleshooting technical issues and testing both MSHP and agency software for and compliance.

Distributes the most current FBI CJIS Security Policy and updates audit documentation to include all changes in the policy.

Schedules, plans, and conducts classroom security trainings statewide; seeks opportunities to provide additional training sessions with state/county/local law enforcement agencies, municipalities, correctional institutions, and special interest groups regarding CJIS Security Compliance and other Information Security topics.

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

Attends and/or instructs at annual conferences held by the Patrol and various other state and/or national agencies.

Performs work-related travel as necessary to complete audits, training, etc.

Classification: CJIS Trainer/Auditor II (Security Unit)

Title Code: V00672

Pay Range: 24

Page 2

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of state and federal laws, rules, and regulations pertaining to the collection, storage, and dissemination of criminal history record information.

Thorough knowledge of FBI CJIS, NCIC, and MULES rules and regulations, specifically the FBI CJIS Security Policy, MULES Policy and Procedures Manual, and 576.050 RSMo.

Thorough knowledge of the MSHP CJIS Division Units, Manuals, and General Orders.

Thorough knowledge of the Policy Compliance Review audit program, procedures, and methodology pursuant to Generally Accepted Government Auditing Standards (GAGAS).

Thorough knowledge of MULES, NCIC, NSOR, MACHS, AFIS, FBI LEO, and other criminal justice systems.

Thorough knowledge of criminal justice information sharing platforms (N-DEx).

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

Possess the ability to test new software applications, troubleshoot, and resolve hardware and/or software problems related to MULES and the FBI CJIS Security Policy, and respond to agency contacts and software vendors' questions related to MULES and the FBI CJIS Security Policy.

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

Ability to work independently and be self-motivated.

Ability to develop skills with word processing, spreadsheet, and presentation software (i.e. Lotus Notes, 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.

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

Ability to effectively research, plan, develop, and organize materials for use in training 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 read, interpret, and convey both orally and in writing the meaning of spatial data (maps, charts, graphs, etc.).

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

Classification: CJIS Trainer/Auditor II (Security Unit)

Title Code: V00672

Pay Range: 24

Page 3

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.

Excellent interpersonal skills to deal effectively with various personalities and to establish and maintain effective team oriented working relationships (coworkers, supervisors, law enforcement entities, etc.).

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 perform job-related travel and work flexible hours.

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 in Criminal Justice, Criminology, Statistics, Computer Information Science, Public Administration, Business Administration, or closely related field AND two years of qualifying work experience in the criminal justice field or related area. Duties involving public speaking, administration, training, curriculum development, policy and procedure development and implementation, and/or POST certified law enforcement experience is preferred.

NECESSARY SPECIAL REQUIREMENTS:

Must possess and maintain a valid driver license.

Must be able to obtain and maintain MULES 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.