



Classification: CJIS Trainer/Auditor I
Title Code: V00671
Pay Range: 22

POSITION SUMMARY:

This position is responsible for providing training and technical assistance to criminal justice agencies regarding the Missouri Uniform Law Enforcement System/National Crime Information Center (MULES/NCIC). This position also conducts audits of Missouri criminal justice agencies to ensure compliance with established procedures and protocols necessary for access to various systems. This position requires the ability to work independently in a responsible and professional manner utilizing good judgment and initiative. However, general supervision is provided by an immediate supervisor to ensure conformance to established laws, policies, and procedures. Extensive travel is required for this position.

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 initial and recertification training sessions for all MULES computer terminal operators and other personnel in assigned areas of support on proper procedures for use of MULES/NCIC.

Conducts quality assurance audits of criminal justice agencies according to established protocols; provides direction and assistance to resolve discrepancies or deficiencies.

Prepares audit reports containing observations, findings, evaluations, and recommendations for necessary corrective action; drafts correspondence for division director's signature.

Serves as the primary point of contact and knowledgeable authority for criminal justice agencies in regard to laws, regulations, and guidelines pertaining to entry, retrieval, and use of information obtained through the MULES/NCIC, MoDEX and N-DEX.

Develops and maintains lesson plans, visual aids, handouts, tests, and other materials used for training or other presentations; develops and maintains policy and procedural manuals and newsletters in relation to supported systems.

Participates in the development, implementation and testing of program changes.

Performs extensive statewide travel using personal vehicle.

Performs other related work as assigned.

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.

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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 operate a motor vehicle and travel to training and auditing sites.

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.

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.

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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, Statistics, Computer Information Science, Business Administration, or closely related field and one year of qualifying *technical/field* work experience in the areas of law enforcement, MULES, probation & parole, or court administration. POST certified law enforcement experience is preferred.

OR

Five years qualifying *technical/field* work experience in the areas of law enforcement, MULES, probation & parole, or court administration. POST certified law enforcement experience is preferred.

NECESSARY SPECIAL REQUIREMENTS:

Must possess and maintain a valid driver license.

Must pass a comprehensive background check necessary to have access to criminal record systems.

Must possess (within the first six months of employment or as soon as scheduling will allow) and maintain MULES Certification.

Must possess (within the first six months of employment or as soon as scheduling will allow) and maintain Livescan Certification.

Must attend and successfully pass Police Instructor School within 12 months of appointment or as soon as scheduling will allow.

Must successfully complete a 6 month probationary period.

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.