

## Criminal History Specialist II

### Job Description

*Missouri State Highway Patrol*

Class Title: Criminal History Specialist II

Title Code: V00577

Effective Date: 02/01/02

Date Reviewed: 06/02/08 RK

Date Revised: 06/20/08

**Immediate Supervisor:** Senior CJIS Manager

**Position Supervised:** None

**FLSA Classification:** Partial exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

### POSITION SUMMARY

This is a responsible technical and professional position. It involves the review of criminal history processes, updating criminal history databases, preparation of reports and maintaining statistical data. Job duties include evaluating criminal arrest information and subsequent dispositions at various stages through the criminal justice process. Independent field research may be required to ensure a final disposition is obtained and an accurate criminal history record exists. Various criminal history systems, ranging from local record management systems to state and federal criminal history databases are utilized for research and evaluation. Work involves ongoing contact with law enforcement, prosecuting attorneys and court personnel to ensure a complete and accurate flow of criminal history information is maintained throughout the criminal history process. An employee in this position is responsible for the provision of independent training services to criminal justice and non-criminal justice personnel, developing manuals, training materials, and written correspondence. A designated supervisor who reviews work primarily for determining achievement of program goals provides general supervision.

### DESCRIPTION OF DUTIES PERFORMED

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

Performs a comprehensive comparison of arrest and court data. Matches or updates criminal cases with their corresponding arrest records to search for and eliminate missing dispositions; compares various criminal records databases, including the Justice Information System and the Missouri Uniform Law Enforcement System (MULES).

Provides technical and administrative assistance to law enforcement agencies, prosecuting attorneys, judges, and court personnel regarding the collection and dissemination of criminal history information.

Coordinates and provides training services related to criminal history reporting (including electronic fingerprint capture) to local, county, and state criminal justice agencies on the current reporting procedures.

Conducts manual field research at various criminal justice agencies throughout the state in order to link criminal history information to specific criminal events; identifies problems and/or deficiencies in the criminal history reporting process while making recommendations for methods to improve disposition reporting.

Serves as liaison between the Patrol and other law enforcement agencies, courts, prosecuting attorneys, etc., providing written and oral communication to ensure the collection, storage, and dissemination of criminal history information is complete and accurate.

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Prepares and distributes information such as formal reports, graphs, etc., in order to inform criminal history reporting agencies on the status of dispositions.

Updates criminal history records based on confirmed final dispositions from courts, prosecuting attorneys, and law enforcement officials to ensure the quality of criminal records in MULES.

Collects and prepares statistical data relating to criminal history Performs job related travel as needed.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of the principles, methods and techniques in the administration of criminal history records.

Working knowledge of federal and state statutes, regulations, policies and procedures pertaining to the collection, storage, and dissemination of criminal history information.

Working knowledge of the flow of cases through the criminal justice system with an understanding of the operation of local and state court systems.

Knowledge of Microsoft Office software including Word, Access, Excel, and PowerPoint.

Ability to operate a personal computer to record statistical data, related reports, build spreadsheets, etc.

Ability to work independently with little supervision while following oral and written instruction.

Ability to utilize deductive reasoning when analyzing problem situations.

Ability to operate standard office equipment (personal computer, facsimile machine, copier, shredder, etc.).

Ability to establish and maintain effective working relations with others.

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

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

Ability to read English effectively.

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

Ability to maintain accurate records, files and documentation.

Ability to exercise judgment and discretion.

Ability to perform job-related travel.

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, EDUCATION, AND TRAINING REQUIRED

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(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 an accredited college or university with a bachelor's degree in criminal justice, business, public administration, or closely related field (emphasis will be given to those individuals possessing additional coursework in computer science, research methods, or statistics) and two years experience in law enforcement, probation and parole, courts administration, or closely related field.

AND

Two years experience as a Criminal History Specialist I or related work experience.