



Classification: Criminal History Technician I

Title Code: V00573

Pay Range: 14

POSITION SUMMARY:

This is highly responsible technical work in the area of criminal history in the Criminal Justice Information Services Division. An employee in this class performs diversified duties in the area of criminal history file integrity. An employee coordinates the flow of criminal record request from the public, as well, as private and state agencies. Employees have frequent contact with the public, requesting entities, as well as criminal justice agencies to perform their duties. An employee may be responsible for researching arrest records, prosecutorial decisions, court actions, and sentencing decision before disseminating a criminal record response. General supervision is provided by a supervisor who reviews work for overall completeness, accuracy, and adherence to schedules.

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.)

Interprets statutes, expungements of criminal arrest records, criminal history reporting, Missouri Uniform Law Enforcement Systems (MULES) policies, etc., to appropriate criminal justice administrators (e.g., prosecutors, courts, probation and parole, etc.).

Verifies accuracy and completeness of criminal history records in response to record AFIS inquiries from criminal justice agencies, private agencies, and individuals requesting criminal history information; modifies these records as necessary via the CJ25 System.

Verifies accuracy and completeness of state sex offender registry records in response to submissions and inquiries from criminal justice agencies, private agencies, and individuals; updates these records as necessary via the CJ37 sex offender registry system.

Process court hold table errors, processes and determines proper entry into the CJ25 system. Corresponds with state court to insure synchronization of information.

Corresponds orally and in writing to various law enforcement agencies, prosecuting attorneys, and courts to ensure the accuracy and quality of criminal history records in computer files and MULES; updates records in accordance with state statutes and department policies and procedures.

Reviews state statutes to determine appropriate maintenance necessary on criminal history data and the extent to which dissemination of such data can be forwarded to individuals who inquire.

Performs manual file maintenance and acts as liaison to the FBI and Interstate Identification Index (III) regarding administrative messages.

Responds to requests from in-state and out-of-state criminal justice agencies to obtain and update data on criminal records for background checks.

Obtains court dispositions from court web sites and determines the final dispositions to update state criminal history.

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Performs statistical analysis in order to track criminal history reporting discrepancies among Missouri criminal justice agencies; assists with follow-up calls to these agencies reference their criminal history statistics.

Verifies accuracy of newly entered criminal history data submitted by other law enforcement entities. Provides criminal court dispositions to and communicates with the National Instant Criminal Background Check System (NICS) required by the Brady Act for clearance on gun purchases.

Explains criminal history rap sheets to the public by telephone or in person.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of record entry and quality assurance policy, standards and procedures.

Knowledge of computer operations and AFIS entry procedures as related to the entry, storage and dissemination of criminal history information.

Knowledge of modern office procedures and methods as they apply to quality assurance activities.

Knowledge of the Missouri judicial system.

Knowledge and functionality of MULES, NCIC, TAS/ADORS, DOR and OP/II computer files.

Ability to work OP/II system, recognizing irregularities.

Ability to work court hold tables, recognizing irregularities.

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

Ability to learn Missouri Sunshine Laws and departmental regulations governing the dissemination of criminal history records.

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

Ability to learn and understand the details of the current CJ25 criminal history records system or the CJ37 sex offender registry system; ability to learn and understand the importance of the accuracy of the systems.

Ability to recognize irregularities of record entries as related to quality assurance procedures.

Ability to establish and maintain harmonious working relations with others.

Ability to operate computer terminal as related to criminal record entry and messaging of criminal histories.

Ability to maintain accurate records, files and documentation.

Ability to operate a standard keyboard.

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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 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.)

Completion of 60 college credit hours with an emphasis in Criminal Justice or related field.

OR

Two years of experience in Criminal Justice or related field.

OR

A combination of two years education and experience in Criminal Justice or related field.

NECESSARY SPECIAL REQUIREMENTS:

Must currently be MULES certified or be able to obtain and maintain MULES certification within six months of hire date.

Possess the ability to type at a rate of 40 words per minute with ten or less errors.

FLSA STATUS: Non-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.