



Classification: Information Analyst I - Gaming Division

Title Code: V00571

Pay Range: 12

POSITION SUMMARY:

This position is responsible for analytical and technical work in the Patrol Gaming Enforcement Division consisting of criminal and regulatory enforcement related to the Gaming industry, background investigations, information technology, charitable gaming criminal and regulatory enforcement. An employee in this position acquires, analyzes, prioritizes, verifies and disseminates highly confidential and proprietary information submitted by law enforcement agencies in the MULES/NCIC/DOC/DOR/REGIS programs, Gaming Enforcement officers, MSHP Criminal Records and Identification Division, MSHP Uniform Crime Reporting Unit, Missouri Gaming Commission Incident Reporting System, technical offices/agencies, public agencies and agencies and persons licensed by the Gaming Commission. Work is performed under general supervision by the Administrative Lieutenant.

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.)

Receives, reviews, prioritizes and verifies criminal history record information requested by MSHP officers or qualified members of the Missouri Gaming Commission to determine if closed or open records can be disseminated in accordance with the Missouri Sunshine Law and other applicable State and Federal laws and/or regulations regarding lawful dissemination of records and the proper use of MULES/NCIC.

Performs criminal history searches in MULES and REJIS on all gaming related applications (i.e., license renewals, bingo applications, specials, hall providers, etc.); determines if appropriate follow-up is necessary and requests additional checks if required; files data and distributes copies to appropriate personnel.

Performs all appropriate actions related to 325 reports such as typing, logging, verifying control numbers, copying and providing them to the correct troop/division, verifying incident numbers and filing.

Researches all applicable and accessible intelligence/criminal files, case summaries, gaming incident reports, SHP-325's, UCS's and other databases in order to create and maintain a statistical database for the Gaming Division to prepare reports, spreadsheets, charts, graphs, and other forms requested by the Director for analyzing, tracking, reporting information within the Gaming Division. In addition, reports any unusual trends to the Director for appropriate action or planning.

Enters all applicant fingerprint card demographic data and identification information into the appropriate database and forwards for processing to the Patrol's Criminal Records & Identification Division; results are reviewed for further processing, data recorded, and copies distributed to appropriate personnel.

Maintain the integrity of the statewide system security files, database of qualified terminal operators and yearly division audit report, message routing of interstate and intrastate activity and other matters related to system security by serving as the Gaming Division MULES Terminal Agency Coordinator.

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Receives, analyzes, and verifies for accuracy all billing invoices related to criminal history checks, fingerprint checks; manually and electronically logs and tracks appropriate data and forwards documentation to the appropriate personnel for final disposition and payment.

Prepares division correspondence, reports, and forms in accordance with department procedures; enters information into appropriate databases, distributes and files information as required by department and division policies.

Participates in required training to maintain the proper authorization and clearances to access law enforcement sensitive databases as well as participates in technical and computer database training necessary to analyze and prepare information related to the Gaming Division.

Performs general office duties (e.g., filing data, sorting mail, keeping track of data through filing system and database management, etc.).

Enters forms, reports, and data received into various databases as appropriate; develops and maintains internal reports and other division files; compiles records and reports as necessary.

Answers incoming calls, takes messages as necessary, and makes connection to person or section requested; answers routine non-technical questions and refers other inquiries to proper person, section, or agency.

Serves as backup to the division timekeeper.

Collects information from files or staff for routing inquiries or periodic reports; refers non-routine requests to supervisor or staff.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of business English, spelling, grammar, and arithmetic.

Thorough knowledge of modern office practices, procedures, and equipment.

Working knowledge and understanding of criminal investigations and the criminal history process.

Working knowledge of the MULES/NCIC/DOR computer systems.

Ability to participate in a formal and on-the-job training program.

Ability to exercise good judgment and discretion.

Ability to enter statistical data into the computer and prepare reports from statistical and/or other numerical data.

Ability to maintain clerical records, files, and manual logs.

Ability to establish, alphabetize, transport, file, and purge records/documents in accordance with established procedures.

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Ability to learn the applicable computer systems, and PC applications.

Ability to type, proofread, and edit correspondence, forms, reports, computer entries, etc.

Ability to generate form letters to respond to routine inquiries.

Ability to perform data entry and collect, organize, prioritize, and analyze information accurately and thoroughly.

Ability to answer the telephone and provide assistance.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

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.

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.)

Graduation from high school or possess a GED and at least two years of experience as a Clerk Typist II or comparable experience.

NECESSARY SPECIAL REQUIREMENTS:

Must be MULES certified, or possess certification within six months of employment or as soon as scheduling permits; must maintain recertification as required.

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.