



Classification: Traffic Safety Analyst I (Non-Patrol Accident Records)
Title Code: V00090
Pay Range: 18

POSITION SUMMARY:

This is a highly responsible supervisory, technical and quality control position in the Non-Patrol Accident Records Section of the Patrol Records Division. The employee in this position ensures processing of all accident reports completed by non-Patrol law enforcement officers and conducts quality control on documents submitted and data entered into the Statewide Traffic Accident Records System (STARS). The employee is responsible for providing assistance to local law enforcement personnel on complex issues relating to traffic accident reporting, classification, as well as the STARS Accident Report/Classification Training sessions. The employee works closely with computer consultants supporting STARS. The employee also supervises personnel assigned to the Non-Patrol Accident Records Section. Work is subject to general review and supervision by the assistant director and/or division director for conformance with 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.)

Assists upper management with the development and implementation of effective work plans for the non-Patrol Accident Records section and updates work flow procedures as needed; coordinates and monitors subordinates' work flow and job performance to ensure compliance with State law and Patrol policies and procedures; provides technical assistance to subordinates; approves/disapproves leave, processes time records, provides counseling and feedback, and conducts performance evaluations.

Reviews daily and quarterly quality control reports to ensure accuracy of STARS data; makes corrections as needed; disseminates monthly, semi-annual, and annual summaries of crash statistics to local law enforcement agencies.

Serves as liaison between the Patrol and non-Patrol law enforcement personnel regarding questions/inquiries on proper classification of motor vehicle accidents, completion of the Missouri Uniform Accident Report, quality control of crash reports, and review/approval of proposed computer generated (electronic) crash reports.

Serves as a liaison between the Patrol and Missouri Department of Transportation (MoDOT) to assist computer consultants supporting the STARS/Transportation Management System (TMS) with system updates and troubleshooting; tests new enhancements/revisions to STARS/TMS; prepares and submits requests to MoDOT for new employee access to STARS/TMS.

Assists division assistant director in preparing training documents and conducting the annual STARS Accident Report/Classification training.

Serves as an assistant Custodian of Records in absence of the director and assistant director by appearing in court when subpoenaed, processing requests for records, certifying traffic records as official copies of records kept as part of normal MSHP business, and controlling access to closed records.

Attends internal and external meetings regarding STARS/TMS.

Coordinates and supervises overtime projects within the Non-Patrol Accident Records Section as needed; prepares monthly statistical summary reports on overtime activities within the Section.

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Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of the National Safety Council's Classification of Motor Vehicle Traffic Accidents.

Working knowledge of the STARS encoding requirements and quality control measures, various STARS-related codes, and the flow of crash reports/data to STARS.

Working knowledge of the Missouri Uniform Accident Report reporting requirements.

Working knowledge of the job duties of personnel assigned to the Non-Patrol Accident Records Section.

Working knowledge of State laws and Patrol policies and procedures relating to accident reporting.

Knowledge of motor vehicle crash statistical information used in various Patrol publications and special reports.

Knowledge of effective practices and principles of supervision.

Knowledge of modern office procedures and practices.

Ability to compile statistical data for development of publications and reports.

Ability to complete quality control on data received and entered into databases.

Ability to exercise judgment and discretion and make decisions in accordance with laws, policies and regulations.

Ability to establish and maintain records and files (electronic and hardcopy).

Ability to assist with the creation and modification of work flow procedures to ensure the Non-Patrol Accident Records Section operates efficiently and effectively.

Ability to demonstrate work techniques in the training of other employees.

Ability to plan, delegate and supervise the work of employees assigned to the Non-Patrol Accident Records Section.

Ability to work independently with little supervision.

Ability to follow and understand oral and written instruction.

Ability to calculate figures.

Ability to travel to conduct Patrol business as needed.

Ability to type 40 words per minute with ten (10) errors or less.

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

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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.

Four years responsible clerical experience with the Patrol (all years must be at the highest level of classification, i.e. Clerk Typist III, Quality Control Clerk II, etc.) and working knowledge of STARS and traffic accident classification.

NECESSARY SPECIAL REQUIREMENTS:

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

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

Ability to type 40 words per minute with ten (10) errors or less.

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.