

Opening Date: December 7, 2010

Closing Date: December 20, 2010

JOB OPPORTUNITY BULLETIN

**MISSOURI STATE HIGHWAY PATROL
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION**

TITLE: CJIS Trainer/Auditor I

LOCATION: General Headquarters
Jefferson City, Missouri

FACILITATOR: Amanda Renn
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DESCRIPTION: This CJIS Trainer/Auditor I position is assigned to the Missouri State Highway Patrol's Criminal Justice and Information Services Division, Jefferson City, Missouri. The official domicile for this position is Jefferson City, Missouri. This position is classified as partial-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This position is responsible for providing training and technical assistance to criminal justice agencies regarding the Missouri Uniform Crime Reporting (MoUCR)/Missouri Incident Based Reporting System (MIBRS), the Missouri Uniform Law Enforcement System/National Crime Information Center (MULES/NCIC), the Missouri Data Exchange (MoDEX), and the National Data Exchange (N-DEX). 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.

(For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.)

The primary duties for this position are as follows:

Responsible for all classroom training for all local, state, and federal users for access to the Missouri Uniform Law Enforcement System (MULES, and the National Crime Information Center (NCIC) applications; develop the curriculum for the statewide training program for MULES/NCIC, which entails training and policy manuals, reviews edit procedures to identify deficiencies and make appropriate changes; maintain a comprehensive computer based training program for MULES/NCIC personnel to measure technical proficiency of the CJIS network users; process all requests for training and security forms for all perspective users; draft articles for the quarterly CJIS Newsletter that goes to all local state and federal agencies regarding critical MULES/NCIC issues; responsible for performing MODEX/NDEX training for all law enforcement agencies that participate in the program.

QUALIFICATIONS: 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.

SALARY RANGE: (Semi-monthly) The minimum starting salary is \$1,392.50; however salary will be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in the CJIS Trainer/Auditor I position **must complete and submit** the Patrol's on-line application on or before the deadline of December 20, 2010. Applicants with

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the necessary educational qualifications must also submit official college transcripts (unofficial internet copies will not be accepted) by the application deadline. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete our **on-line** Application for Civilian Employment (ACE).

Individuals who have completed a paper application for a position within the last twelve months must complete a new on-line application in the ACE system.

Current Patrol employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of January 3, 2011. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.

*****Missouri State Highway Patrol***
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