

Opening Date: May 25, 2010

Closing Date: June 8, 2010

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

TITLE: UCR Trainer/Quality Assurance Auditor

LOCATION: Troop C Headquarters
Weldon Spring, Missouri

FACILITATOR: Amanda Farley
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DESCRIPTION: This UCR Trainer/Quality Assurance Auditor position is assigned to the Missouri State Highway Patrol's Criminal Justice and Information Services Division, but will be working out of Troop C Headquarters, Weldon Spring, Missouri. The official domicile for this position is Weldon Spring, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This position is responsible for technical training of law enforcement agencies in all aspects of uniform crime reporting and for conducting quality assurance reviews of those agencies to ensure compliance with 43.505 RSMo, the Missouri Uniform Crime Reporting Law as well as technical training for the MULES/NCIC systems. An employee in this position must also conduct audits of Missouri criminal justice agencies to ensure compliance with the security standards and policies for use of the Missouri Uniform Law Enforcement System/National Crime Information Center (MULES/NCIC) system. An employee in this professional position must be able to work independently, to offer highly technical assistance when needed, and to assist in the drafting of policy for the MULES Policy and Standards Manual. Completion of all of these tasks is dependent upon travel via privately owned vehicle to assigned agency locations. The position requires a highly professional and responsible individual who possesses the ability to work independently outside the division. The employee assigned to this position exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided by an immediate supervisor to ensure conformance with the department's established rules, policies, and procedures. *(For a more detailed job description go to:*

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/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: Five years qualifying experience in the field of law enforcement as a MULES certified technician or five years of experience in the field of law enforcement with 480 hours of P.O.S.T. approved training required **OR** possess an Associate's Degree in Criminal Justice, Statistics, Computer Information Science, Business Administration or closely related field and three years of qualifying experience as a MULES certified technician or three years of experience in the field of law enforcement with 480 hours of P.O.S.T. approved training required **OR** possess a Bachelor's Degree in Criminal Justice, Statistics, Computer Information Science, Business Administration or closely related field and one year experience in the field of law enforcement with 480 hours of P.O.S.T. approved training preferred.

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SALARY RANGE: (Semi-monthly) \$1,392.50 - \$1,966.00

APPLICATION PROCEDURE: Individuals interested in this position must submit the Patrol's Application for Employment prior to the application deadline. Applicant's with 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. Applicants may obtain an application from the Patrol's website at www.mshp.dps.missouri.gov, or by contacting the facilitator listed above.

Individuals who have completed an application for a position within the last twelve months may request their application be pulled for consideration by contacting the facilitator for the vacant position. If an application is older than twelve months, the applicant must submit a new application.

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 June 15, 2010. 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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