



**Classification:** CJIS Program Supervisor

**Title Code:** V00680

**Pay Range:** 26

### **POSITION SUMMARY:**

This is a highly professional and technical supervisory position responsible for monitoring assigned shift activities within an assigned unit of the Criminal Justice Information Services (CJIS) Division. An employee in this position oversees input of data into various components of the CJIS system which may include, but is not limited to: the Automated Fingerprint Information System (AFIS), the Computerized Criminal History System (CCH), Civil Record Check Processing, Content Manager, the statewide Sex Offender system, the Missouri Uniform Law Enforcement System (MULES)/National Crime Information Center (NCIC), the Missouri Automated Criminal History Site (MACHS), etc. Work includes scheduling and prioritizing work for the unit and providing training and technical assistance when needed. This employee ensures compliance with state and federal laws, CJIS policies, and operational procedures. An employee in this position must maintain independent decision making capabilities. Work is subject to general review and supervision by a CJIS Program Manager to ensure conformance with established rules, 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.)

Extensive professional interactions with members of the criminal justice community to include both criminal justice and non-criminal justice entities, state and federal agencies, and vendors. This position also must communicate professionally with the general public in the accessing and utilization of Criminal Justice Information Services websites/systems as appropriate.

Develops and maintains internal and external reporting procedures and processes to ensure accurate and timely collection, storage, or dissemination of CJIS information.

Serves as liaison for Criminal Justice Information Services between other Patrol divisions, commercial vendors, criminal justice agencies, state repositories, and federal agencies.

Serves as project lead/coordinator for various CJIS related activities that could include assisting with coordinating meetings, seminars, and/or developing and conducting presentations.

Instructs and provides technical information to state, county, and local law enforcement personnel on state and federal regulations and procedures for applicant and criminal fingerprint submissions and general information regarding Criminal Justice Information Services.

Participates in and attends conferences, training sessions, and meetings to keep informed of training needs and changes to state and federal requirements and CJIS Security Policy.

Assist with reviewing, writing and monitoring grant funded activities.

Supervises designated section of the division, to include planning, assigning, coordinating, and evaluating the work of personnel; providing guidance and counseling as necessary; and ensuring new personnel are properly trained.

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Compiles information and makes suggestions on operational/procedural changes to balance the workload and to provide efficiency of overall operation; maintains standard operating procedures for a specific unit within the CJIS Division in addition to forms, brochures, division web pages, and training materials.

Recommends changes in processing of CJIS data to improve CJIS Division operations.

Assists in the development and testing phases of software upgrades to ensure the statewide law enforcement database meets the needs of all agencies criminal justice needs.

Reviews court order removals, expungements, and Supreme Court rulings; performs necessary procedures to remove information from all databases and coordinates with other CJIS Division Units to ensure all information systems are kept in synch.

Prepares and presents accurate and knowledgeable courtroom testimony while representing the Highway Patrol in a professional manner.

Researches and ensures accuracy of the information contained in AFIS, the state criminal history database, and the Missouri Sex Offender database by reviewing the data and responding to concerns received from the public or other law enforcement agencies via telephone, facsimile, and/or email.

May be expected to testify and/or communicate impacts of legislative initiatives.

May assist designated manager with monthly statistical reporting and billing, to include generating reports and compiling data for auditors, billing, and statistical purposes.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the state and federal laws associated with the CJIS system including the CJIS security Policy.

Extensive knowledge of the CJIS system including the processes, use and practices associated with criminal history reporting and dissemination.

Extensive knowledge of federal and state statutes, regulations, policies, and procedures pertaining to the collection, storage, and dissemination of criminal history information.

Knowledge of the flow of cases through the criminal justice system with an understanding of the operation of local and state court systems.

Knowledge of the basic techniques and principles of supervision.

Working knowledge of modern office practices and procedures.

Ability to work effectively with members of the criminal justice and non-criminal justice communities.

Ability to plan, develop and coordinate meetings and presentations.

Ability to analyze and interpret monthly statistics.

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Ability to develop new and improved methods, techniques related to CJIS data.

Ability to work closely as a cooperative team and display professionalism and team leadership in the training and supervision of others.

Ability to manage, delegate, motivate, and evaluate the work of others.

Ability to perform administrative duties as outlined in the description of duties performed.

Ability to work independently in an organized, efficient manner and exercise judgment and discretion.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend findings in court.

Ability to represent the Highway Patrol on panels, committees, etc.

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 perform job-related travel as needed.

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.)

Possess a Bachelor's Degree from an accredited college or university and two consecutive years within the Missouri State Highway Patrol's Criminal Justice Information Services Division or related field with personnel supervisory/management job duties.

**NECESSARY SPECIAL REQUIREMENTS:**

Must be able to live within a 50-air mile radius of the Missouri State Highway Patrol General Headquarters, Jefferson City, Missouri.

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

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

If assigned to the Biometrics section, must currently be AFIS certified or be able to obtain and maintain AFIS certification within six months of hire date.

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.

**FLSA STATUS:** Partial-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.