

CRIMINAL INFORMATION SPECIALIST 1
(Working Title: PSCJ08 Control Terminal CJIS Specialist)
(Class Code: CR01-15998)

CLOSING DATE: Open Until Filled

FULL HIRING RANGE: \$2,763 - \$3,775 Per Month

AGENCY HIRING RANGE: \$2,763 - \$3,283 Per Month

DEPARTMENT: Attorney General, Division of Criminal Investigation, Criminal Justice Information Section

LOCATION: Cheyenne, Wyoming

GENERAL DESCRIPTION OF WORK: The Division of Criminal Investigation is designated as the Wyoming Control Terminal Agency for the National Crime Information Center (NCIC), the National Law Enforcement Telecommunications System (NLETS), and manager of the Wyoming Criminal Justice Information Network (WCJIN). Provide automated communication services to Wyoming criminal justice agencies; monitor the system 24 hours a day, 7 days a week; ensure quality control of automated transactions by Wyoming user agencies with NCIC, NLETS and WCJIN databases; re-rout teletype traffic as necessary to correct destinations; assist system users in resolving equipment, system and data problems; respond to informational requests; travel statewide to conduct compliance audits of user agencies; submit audit reports and recommendations; train and certify the proficiency of system users through the preparation, presentation and testing of Peace Officers Standards and Training certified classes at Wyoming Law Enforcement Academy and regional venues; daily operation of the Wyoming clearinghouse for missing persons; receive requests for the activation of the Wyoming Amber Alert System; assist in the writing of system procedure manuals, training outlines and test material.

ESSENTIAL FUNCTIONS: Monitor system use, enforce system discipline and assure that NCIC, NLETS and WCJIN operating procedures are followed by all Wyoming users; assist Wyoming terminal agencies by resolving questions regarding policies, procedures, interpretation of requirements and terminal usage; monitor and quality control record transactions by terminal agencies; perform surveillance of automated criminal justice data communications; conduct network testing of devices; travel statewide to conduct compliance audits of local, state and federal law enforcement agency compliance with state and federal regulations governing law enforcement telecommunications; compose and submit written audit evaluations; administers user certification testing; provide liaison between Wyoming and other states in matters relating to NCIC and NLETS; provide WCJIN support services to authorized agencies who do not have terminal equipment; monitor building access after normal working hours; monitor building alarm systems; answer division phones after hours; monitor division radio; maintain data in the Wyoming Missing Persons and Missing Children database; liaison with the National Center for Missing and Exploited Children; receive requests for the activation of the Wyoming Amber Alert System from local Wyoming law enforcement agencies and other states' Amber Alert Programs; activate the Wyoming Amber Alert Plan; support division investigative personnel by performing data searches; provide after hour statewide notification to division personnel; create and maintain various databases containing information on system users; assist in NCIC entry, update and validation of the Sex Offender Registration; other duties as assigned.

KNOWLEDGE AND SKILLS: Knowledge of the structure of criminal justice systems at the local, state and federal level; knowledge of principles and concepts of computer systems, networks, operations, and supporting application software, e.g., personal computers, printers, scanners, network hubs and routers, word processors, spreadsheets, data bases, email systems, and web browsers; knowledge of privacy act requirements and security and other related rules and regulations; knowledge of operations of telecommunications systems and related equipment at the state, national and local level; knowledge of a variety of data communications and reporting systems. Skill in monitoring, programming and problem solving computers and communications equipment; skill in oral and written communication; skill in operation of personal computers and supporting equipment; skill in monitoring data communications networks; skill in training methods; skill in use of extensive users manuals; skill in interpersonal relations; skill in public speaking and teaching; skill in working without supervision; skill in diagnosing and solving problems of a technical nature germane to computer networking systems in a wide area network; skill in identifying and comparing data in a variety of telecommunication networks; skill in completing tasks in a timely manner with minimum supervision; skill in handling multi-tasks efficiently and accurately; skill in working well under pressure and be able to think quickly and clearly. Ability to work shifts and overtime; ability to travel statewide.

QUALIFICATIONS: Any combination of training and experience equivalent to an associate's degree in criminal justice, administration of justice, law enforcement, computer science, telecommunications plus three years of work experience in law enforcement operating and monitoring computerized telecommunications equipment or in management information systems.

NOTE: The Wyoming Attorney General's Office offers a competitive benefits package including: Medical, Dental and Life Insurance, paid vacations and sick leave, paid holidays, State Retirement and Deferred Compensation Program, Longevity pay and opportunities for advancement. **Shift work and statewide travel are required. Successful applicants are required to pass an extensive background investigation.**

APPLICATIONS: For more information or to apply online go to <http://statejobs.state.wy.us/JobSearchDetail.aspx?ID=15998> or submit a State of Wyoming Employment Application to the Human Resource Division, Emerson Building, 2001 Capitol Avenue, Cheyenne, WY 82002-0060, Phone: (307)777-7188, Fax: (307)777-6562, along with transcripts of any relevant course work.

The State of Wyoming actively supports the ADA and reasonably accommodates qualified applicants with disabilities. No notice of eligibility will be sent to applicants who meet the minimum qualifications.

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