

LAW ENFORCEMENT SUPERVISOR
(Working Title: PSLE11 Criminal Investigation Supervisor)
(Class Code: LE83-15844)

CLOSING DATE: Open Until Filled

FULL HIRING RANGE: \$5,869 - \$8,176 Per Month
AGENCY HIRING RANGE: \$5,869 - \$7,110 Per Month

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

LOCATION: Cheyenne, Wyoming

GENERAL DESCRIPTION OF WORK: Under direction of the deputy director, supervise, plan and schedule all work activities of the Division of Criminal Investigation (DCI), Criminal Justice Information Section (CJIS); supervise seven law enforcement programs (Sexual Offender Registration, Uniform Crime Reporting, Criminal History Records System, Fingerprint Identification Unit, Concealed Firearms Permit Unit, Civil Applicant Processing Unit, and Control Terminal Unit); administer operation of Automated Fingerprint Identification System (AFIS)/Livescan; assist deputy director in compiling information, preparing, monitoring and reporting grant applications for federal funds by collecting analyzing, monitoring and maintaining data on grants for federal and state reporting requirements; assist with the analysis and development of financial grant data and writing reports which contain recommendations for management to accomplish objectives; responsible for maintaining interconnectivity and continuity of operations through proficient application of procedures established by National Crime Information Center (NCIC), National Law Enforcement Telecommunications System (NLETS) and Wyoming Criminal Justice Information Network (WCJIN); act as liaison between the Criminal Justice Information Section and law enforcement agencies; develop and update necessary policies and procedures for the efficient processing of work; train, assign and review work of unit personnel; conduct performance evaluations; participate in short and long term planning; establish unit goals, objectives and priorities per local, state and federal law enforcement rules and regulations and the State Personnel Rules; provide input/recommendations to deputy director concerning equipment and/or unit operations costs; may act as deputy director in his absence; other duties as assigned.

ESSENTIAL FUNCTIONS: Report to and assist the deputy director with program development, research, planning, budget fiscal, personnel and equipment needs of the section; confer with deputy director, presenting and resolving difficult problems or questions, discussing plans and actions to be taken and making decisions; receive, discuss and resolve questions and problems presented by workers regarding work methods and processes; devise a timetable for achievement of work objectives, completion of projects and development of changes in work processes; establish and maintain work standards, procedures, methods and rules of the CJIS Criminal Records section; monitor training programs in the Criminal Records Unit which involves organizing, scheduling and monitoring overall training efforts for staff, review of instructor performance, organization of course content and coordination with Peace Officers Standards and Training (POST) for accuracy of training programs; receive and incorporate new material into the criminal records system, making adjustments as necessary, including creation of new elements or factors, within the general framework of established methods and standards; give and receive information requiring considerable judgment and discretion regarding current and specific business of the Criminal Justice Information Section by telephone or by direct personal contact; confer and advise employees and other law enforcement agencies with regard to joint actions taken or to be taken, or in exchange of vital or useful information; explain agency policies, procedures and practices to applicants, clients, representatives of law enforcement agencies or outside individuals or groups; confer with law enforcement regarding problems or questions affecting the Criminal Justice Information Section work system; compare data from several sources such as federal rules and regulations, Special Acts from Congress, Homeland Security, State Statutes that affect employment screening, any changes at the FBI level for data and modifications to system upgrades and any changes from the Attorney General or Director of DCI to assure accuracy of technical specifications, rules or other technical documents; reply to inquiries, presenting or requesting information; compile information for and writes periodic reports on activities in the section; prepare various statistical reports such as work flow, number of arrests, type of arrests, number of arrest cards processed daily/weekly/monthly, track the number of dispositions received from the Courts, the number of pardons and restoration of rights, etc; synchronization of FBI records to Wyoming records; develop, conduct and participate in training sessions in criminal records and AFIS/Livescan fingerprint operations and the laws, rules and regulations governing such operations; attend training courses, seminars and meetings for continuing education, including training on the continual changes surrounding criminal records systems.

KNOWLEDGE AND SKILLS: Knowledge of structure of criminal justice systems at the local, state and federal level; knowledge of privacy, security and other related regulations; knowledge of operations of automated fingerprint identification systems and livescan fingerprint capture system; knowledge of federal and state automated criminal history systems; knowledge of organization, principles and practices of all levels of the criminal justice system; knowledge of federal and state laws pertaining to criminal history information; knowledge of state personnel rules; knowledge of principles and concepts of computer systems and operations; knowledge of principles of forensic science and science of fingerprints; knowledge of criminal arrest data and fingerprint images to the state of WY as a National Fingerprint File (NFF) participating state. Skill in leadership; skill in supervision, motivation of others and problem recognition; skill in verbal and written communication; skill in interpersonal relations; skill in fingerprint identification and classification methods; skill in instruction methods; skill in making operational and administrative decisions; skill in problem solving; skill in information system management. Ability to supervise and provide direction and guidance to multiple records analysts, law enforcement analysts and program managers assigned to the criminal records section; ability to make appropriate decisions within the scope of the section responsibilities; ability to work with all sections of a division and the various components of the criminal justice system and associated electronic data base transfers; ability to travel; ability to interact with various administrative levels of local, state and federal criminal justice agencies; ability to work without supervision; ability to multi-task with frequent interruptions; ability to communicate system design requirements for interface with computer system data bases within the agency and with other state and federal agencies and systems; ability to plan for future technological advances and impact on existing division services and personnel; ability to adapt and assist other state agencies with legislative requirements on release and access to criminal justice arrest information; ability to coordinate with members of the Western Identification Network on the planning, sizing and upgrading of the multi-state

shared fingerprint data base using electronic transfer of data and images; ability to verify statistical data for monthly, quarterly and yearly reports for the legislature, state and federal government published reports; ability to convey operational needs to the state IT and vendor programmers on interface projects; ability to obtain, understand, and interpret court documents, making appropriate decisions on inclusion of disposition information within a criminal history; ability to communicate in clear, concise dialog to a diverse audience the requirements in obtaining, dissemination and documentation of criminal records information for the use in non-criminal and criminal justice employment, obtaining concealed firearm permits, duty to register as a sex offender, Help America Vote Act, state licensing and certification programs and the applicable release of information from the state for the stated purposes as described by law; ability to provide statistical input and impact statements concerning existing or pending legislative actions; ability to provide needs assessments, statistical documentation and justification statements for grant applications and reports; ability to actively participate in Federal and State audits in all units of the section; ability to assist staff and human resources in position descriptions and position openings; ability to assess juvenile criminal history information versus handled as an adult adjudication in determining which data base the history will be maintained and the dissemination of all information per applicable statutes; ability to review orders of expungement, dismissals and restoration of rights pursuant to state statutes.

QUALIFICATIONS: Any combination of training and experience equivalent to a bachelor's degree in criminal justice, administration of justice or other closely related field PLUS five years of professional work experience in criminal justice including two years with lead responsibilities.

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. Successful applicants are required pass an extensive background investigation.

APPLICATIONS: For more information or to apply online go to: <http://statejobs.state.wy.us/JobSearchDetail.aspx?ID=15844> or submit an official application to A&I Human Resources Division, Emerson Building, 2001 Capitol Avenue, Cheyenne, WY 82002-0060, (307)777-7188, Fax (307)777-6562 along with transcripts of any relevant course work. Open Until Filled. EEO/ADA Employer.

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.

DATE RELEASED: 08-27-2009