CRIMINAL INFORMATION SPECIALIST

DEFINITION

Under limited supervision, provides support to law enforcement in determining the criminal information of a suspect or property in the field; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of full-time clerical experience preferably in law enforcement, criminal justice or legal environment or an equivalent combination of education and experience.

LICENSE OR CERTIFICATES

National Crime Information Center (NCIC) Inquiry and Entry Certification is required within the six months from date of appointment and biennially thereafter as a condition of continued employment.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Operate federal, state and local criminal justice information systems to research criminal justice inquiries concerning crimes and criminals, and provide information obtained to authorize criminal justice agencies.

Reply to requests for information from law enforcement officers, such as criminal histories, offenses, warrants, vehicle registrations, stolen property and missing persons.

Determine priority levels, provide detailed information in response to a law enforcement officer’s request, and disseminate the information by radio or phone.

Research documented criminal justice information concerning crimes and criminals, and provide information to authorized criminal justice agencies.

Use independent judgment based on state and federal requirements to release information including documents to a law enforcement agency pursuant to Nevada Revised Statutes and NCIC Guidelines.

Ensure all possible warrants are confirmed for the requesting law enforcement agency.

Verify and enter missing persons, stolen property, protection orders, lost or stolen firearms and stolen vehicles into a national database for use by other law enforcement agencies.

Operate terminal equipment connected to Law Enforcement Telecommunications Systems, NCIC, NCJIS, and Tiburon; communicate and share information with other law enforcement agencies in conjunction with the right to know, need to know factors.

Operate department computer equipment in order to enter or retrieve information as well as access records maintained by the department; date and time stamp all correspondence received to assist in prioritization of work.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

**Full Performance**

**Knowledge of:**
Department/Division and county policies and procedures.

Federal, state and local laws pertaining to the criminal information.

Computer software and office equipment to include multi-line telephone protocol, copy machines and email.

Knowledge of criminal justice terminology, acronyms and language.

Specific information or data that is required to be entered in a criminal justice system.

Information that needs to be confirmed prior to releasing to law enforcement agencies.

Criminal records maintenance procedures.

Structure of the Criminal Justice system.

Law enforcement terminology.

**Ability to:**
Confirm and process of warrants, and extradition requirements.

Monitor telecommunications systems, verify entries and ensure compliance with state and federal regulations.

Administer and enforce the policies of the FBI and Nevada Criminal Justice Information System (NCJIS) guidelines.

Develop, recommend and implement changes to operating processes, procedures and training manuals.

Manage and maintain effective and cooperative working relationships with all those contacted in the course of work.

Work autonomously with limited supervision.

**Entry Level (Applicants will be screened for possession of these through written, oral performance, or other evaluation methods)**

**Knowledge of:**
Office filing, records management and records retention.

Standard office methods and procedures.

Data processing and telecommunications systems operation.

Principles and practices of research.

**Ability to:**
Communicate effectively, both orally and in writing.

Act with integrity, and maintain confidentiality of information.
Remain polite, tactful and diplomatic in stressful situations.

Exercise sound judgment and make appropriate decisions under adverse circumstances.

Analyze information and situations and arrive at logical conclusions.

Read, interpret and apply regulations, policies and procedures, laws and codes at local, state and federal levels.

Prepare and provide concise and accurate documents from criminal and civil databases for release to law enforcement agencies.

Disseminate criminal history.

Compile and organize statistical data; calculate daily, monthly, yearly and fiscal statistics.

Collect and compile statistics, and prepare reports.

Quality control information input into criminal information database for accuracy.

Multi-task, prioritize and independently organize workload.

Maintain effective working relationships with division staff and the public.

SPECIAL REQUIREMENTS (Essential duties require the following skills and work environment)

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to work with exposure to noise and the outdoors. Ability to use office equipment including computers, copiers, telephones, and / or FAX machine.