

CRIMINAL INFORMATION AUDITOR

This is specialized professional work in performing audits of the criminal information records and identification files of local criminal justice agencies.

Under the administrative and technical supervision of the audit coordinator, employees are responsible for planning, developing, and performing audits based on the policies and requirements of the state and federal criminal history systems. Employees conduct formal audit sessions in the use of the criminal information network terminals, criminal history record-keeping and dissemination, fingerprint impressions and identification; identify training needs based on specific problems, and perform related work as required.

I. DIFFICULTY OF WORK:

Variety and Scope - Duties vary in nature based on the items covered in the local agency audits assigned. Audits include a review of the operation of the criminal information terminals, an analysis of the criminal history record-keeping and dissemination practices, a review of problems found in records submitted to the state and federal systems and consultation and referrals for additional training.

Intricacy - Work involves the research and analysis of records and forms submitted to identify problem situations prior to visits to local agencies. In-depth reviews of local office practices and procedures regarding criminal fingerprints and files is conducted to ensure that appropriate and accurate information is received for input into the state and federal systems.

Subject Matter Complexity - Audits require technical knowledge of the state and federal criminal information systems, familiarity with the procedures of the criminal justice system, and technical knowledge of fingerprint impression procedures and identification.

Guidelines - Guidelines include state and federal requirements for maintaining criminal history files, automation requirements and organizational constraints. Professional publications and updates from the federal government are used as references. Familiarity with guidelines and procedures is required to inform and update local offices in changes as they occur.

II. RESPONSIBILITY:

Nature of Instructions - Employees receive general instructions and guidance on audit procedures, objectives and time frames. Employees plan and develop the audit process and determine the specific weaknesses for focus during the audits based on the individual needs identified by the system. Overall scheduling, processes, and problems are discussed as needed with the audit coordinator.

Nature of Review - Work is performed independently based on priorities and scheduling of audit sessions. Employees inform the coordinator of progress and seek input from the coordinator as problems occur.

Scope of Decisions - Employees determine daily work schedules based on the audit schedule, unusual problems that occur, and priorities for consultation with division personnel. Consultation with other division personnel and training specialists is based on concerns found during audits regarding procedures and policies of the criminal justice community.

Consequence of Decisions - Decisions regarding the findings of audit sessions may impact on the operation of local law enforcement agencies. Consultation on fingerprint or record-keeping procedures is based on laws, policies, and procedural requirements of the criminal information system and individual privacy concerns.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with various state and federal law enforcement agencies, local criminal justice agencies, and court systems.

Nature and Purpose - The primary purpose of the contact is for auditing and consultation on criminal history record-keeping and dissemination, fingerprint impression and identification, and criminal information terminal operation.

IV. OTHER WORK DEMANDS:

Work Conditions - Most work is performed in an office setting at local law enforcement agencies.

Hazards - Travel may cause exposure to inclement weather and hazardous driving conditions.

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities - Knowledge of criminal justice concepts and procedures. Knowledge of data processing technology including equipment and applications requirements and constraints. Knowledge of state and federal laws and requirements regarding criminal information systems. Ability to research, plan, and implement audit sessions of local law enforcement operations. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective work relationships.

Training and Experience Requirements - Graduation from a four-year college or university with a major in criminal justice, business administration, or a closely related field and two years of experience in law enforcement operations or administrative experience in law enforcement; or an equivalent combination of education and experience.