

CRIMINAL INFORMATION TRAINING SPECIALIST

This is specialized professional work in developing and conducting training sessions in criminal information records and identification requirements of the state and federal systems for local criminal justice agencies.

Under the administrative and technical supervision of the training coordinator, employees are responsible for planning, developing, and administering training courses based on the requirements of the state and federal criminal history systems and identified needs of the local criminal justice community. Employees conduct formal training sessions in the use of the criminal information network terminals, criminal history recordkeeping and dissemination, fingerprint impressions and identification; perform individual consultation on specific problems, and perform related work as required.

I. DIFFICULTY OF WORK:

Variety and Scope - Duties vary in nature due to the types of training assigned. Training ranges from formal courses in the operation of criminal information terminals and fingerprint identification to informal training in criminal history recordkeeping and dissemination. Employees develop lesson plans, visual aids, and handout materials based on the level and interest items are discussed with the training coordinator.

Nature of Review - Work is performed independently based on priorities and scheduling of formal training courses. 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 training schedule, hardware problems that occur, and priorities for consultation with local law enforcement personnel. Consultation and training with local law enforcement agencies may involve questions or concerns regarding procedures and policies of the criminal justice community.

Consequence of Decisions - Decision regarding scheduling of hardware, troubleshooting or consultation may impact on the operation of local law enforcement agencies. Consultation on fingerprint or recordkeeping procedures is based on laws, policies, and procedural requirements of the criminal information system and individual privacy concerns.

III. INTERPERSONAL COMMUNICATION:

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 training and consultation on criminal history recordkeeping and dissemination, fingerprint impression and identification, and criminal information terminal operation and troubleshooting.

IV. OTHER WORK DEMANDS:

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

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 develop and implement training courses. 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, education, business administration, or a closely related field and two years of experience in law enforcement instruction, information or communications, or administrative experience in law enforcement; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.