



CLASS SPECIFICATION

Class Code: 60018158
Date Established: 07/2016
Last Reviewed: 05/2023
Last Revised: 05/2023
Last Title Change:
FLSA: non-exempt
Probation: 6 months

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 in a 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 six months of appointment and biennially thereafter as a condition of continued employment.

SUPERVISION EXERCISED

Exercises no direct supervision.

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 authorized 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 (NRS) and NCIC Guidelines

Confirm and process warrants and extradition requirements 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, Nevada Criminal Justice Information System (NCJIS), and agency's internal operation systems; communicate and share information with other law enforcement agencies in conjunction with the right to know, need to know factors.

Operate department computer equipment 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 criminal information.

Criminal justice and law enforcement 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 being released to law enforcement agencies.

Criminal records maintenance procedures.

Structure of the Criminal Justice system.

Ability to:

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

Administer and enforce the policies of the Federal Bureau of Investigation (FBI) and (NCJIS) guidelines pertaining to criminal history information and crime reporting.

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

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.

Computer software, data entry, 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.

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

Write summaries, reports, and other documents.

Quality control information input into criminal information database for accuracy.

Multi-task, prioritize, and independently organize workload.

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

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

Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephones, and / or FAX machine.