



## CJIS Network Operator Sheriff's Office

SO/24-257

### JOB SUMMARY

This position assists with the entry and retrieval of information into the GCIC and NCIC databases.

### MAJOR DUTIES

1. Compiles and analyzes data gathered on warrants, missing persons, sex offenders, protection orders, stolen vehicles, stolen license plates, stolen guns, stolen boats, gang files, identify theft files, and pawn tickets.
2. Verifies the accuracy and completeness of entered information.
3. Cancels and clears GCIC entries as appropriate.
4. Modifies GCIC entries as appropriate.
5. Compiles and analyzes data gathered from GCIC for criminal history requests.
6. Assists the general public, courts, law enforcement agencies, military recruiters, and attorneys with requests for accident and incident reports, citations, record restrictions, and general questions and concerns.
7. Distributes GCIC information to appropriate personnel.
8. Assists in the training of personnel on GCIC policies and procedures.
9. Maintains GCIC file retention limits and log books.
10. Receipts monies; files documents; shreds documents; prepares correspondence and memoranda.
11. Reviews GCIC Bulletins and implements revisions or updates.
12. Attends annual CJIS Symposium.
13. Assists with annual GCIC audit.
14. Accesses GCIC database for towing companies.
15. Notarizes documents as requested.
16. Assists with entering data from traffic warnings.
17. Redacts reports in accordance with the Open Records Act.
18. Assists with switchboard duties.
19. Assists with compiling citation court dates and statistics for accident reports, citations, and warnings.
20. Assists in mailing accident reports and licenses to the State of Georgia.
21. Assists with entering civil processes.
22. Attends seminars, schools, and training sessions dealing with various related activities as required.
23. Represents the Sheriff's Office at various community, social, and professional meetings.
24. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of Georgia Crime Information Center policies and procedures.
2. Knowledge of computers and job-related software programs.
3. Knowledge of the criminal justice system.
4. Knowledge of agency policies, rules and regulations.
5. Knowledge of public safety rules, regulations, and terminology.
6. Knowledge of the Open Records Act.
7. Knowledge of switchboard operations.
8. Skill in working independently and in a team setting.
9. Skill in collecting, compiling and analyzing data.
10. Skill in the implementation of policies and procedures.
11. Skill in dealing with the general public.
12. Skill in typing.
13. Ability to prepare clear and comprehensive reports.
14. Ability and knowledge to secure, protect, maintain, and properly disseminate various pieces of confidential information, including oral or written personal, financial, medical, criminal, investigative, operational, or other sensitive information or materials.

## **SUPERVISORY CONTROLS**

The Terminal Agency Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include Sheriff's Office policy, rules, regulations and standard operating procedures, County policies, federal and state law, NCIC/GCIC rules and regulations, the CJIS Network Operations Manual, GCIC Council rules, GCIC operations bulletins and the Open Records Act. These guidelines require judgment, selection, and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of related duties in the operation of the Sheriff's Office GCIC terminal. The need for accuracy and frequent interruptions contributes to the complexity of the position.
- The purpose of this position is to assist in the agency's GCIC operations. Success in this position contributes to the accuracy and completeness of criminal records and compliance with NCIC/GCIC rules and regulations.

## **CONTACTS**

- Contacts are typically with co-workers, GCIC personnel, attorneys, military recruiters, other law enforcement agencies and terminal operators and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with Sheriff's Office hiring standards. Successful completion of the State of Georgia Department of Transportation Defensive Driving Course within twelve (12) months of employment. Successful completion of Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network Operator training within sixty (60) days of employment and every two (2) years thereafter.

## **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain and maintain CJIS Network Operator certification.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.