



Classification: Computer Information Technologist Trainee
Network and Unified Communications Unit - VOIP

Title Code: V08000

Pay Range: 18

POSITION SUMMARY: This is a trainee-level position providing technical and professional consultative work in the support and coordination of computer information technology services and activities. An employee in this position performs network administration and support, with a focus on Voice Over Internet Protocol (VOIP) unified communications administration. Work generally focuses on assisting with the design, implementation, and maintenance of a state wide criminal justice network for the Missouri State Highway Patrol (MSHP), and the broader Missouri criminal justice community. Work is performed under detailed direction and close supervision.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Learns to administer highly complex network support and deployments, to include long term and short term project and network architecture planning, installation, maintenance, and administration of switches, routers, hubs, wireless, and VOIP platforms and peripherals.

Receives direction in designing, implementing, and maintaining of network infrastructures within MSHP and the Missouri criminal justice community.

Receives direction in providing technical support to successfully meet network project objectives and deadlines.

Learns to install and maintain network equipment and services, to include cabling, switches, routers, hubs, voice and data circuits, video, wireless, and/or radio technology.

May assist with the responsibilities of the Network and Unified Communications Unit (NUCU), as needed.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the principles of computer programming and systems analysis, design, testing and documentation.

Knowledge of the general operating principles and capabilities of computer hardware and software.

Knowledge of networking fundamentals, routing protocols, and switch configuration.

Knowledge of computer operating systems.

Knowledge of or ability to learn the Criminal Justice Information Services (CJIS) Security Policy.

Knowledge of or ability to learn the MULES system as it relates to the technical connectivity and CJIS Security requirements.

Knowledge of or ability to learn software reference libraries and related utility programs.

Knowledge of or ability to learn computer security systems and procedures.
Knowledge of or ability to learn computer networking and telecommunications.

Knowledge of or ability to learn the agency's automated information systems.

Knowledge of or ability to learn the agency's functions and their interrelationships.

Knowledge of or the ability to learn the information strategic planning process.

Knowledge of or the ability to learn the systems management process.

Knowledge of the principles of cost benefit analysis.

Knowledge of the principles of project management.

Knowledge of the principles of disaster recovery.

Knowledge of the procurement process.

Knowledge of continuing trends and developments in computer hardware and software.

Knowledge of various computer platforms.

Possess good organizational skills.

Possess research and analysis skills.

Ability to learn to utilize project management tools.

Ability to learn to prepare and interpret computer program documentation.

Ability to learn to prepare and maintain standards, policies, procedures, guidelines and technical manuals.

Ability to learn to troubleshoot and resolve hardware and/or software problems.

Ability to learn to create and present materials for training programs.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possess a Bachelor's degree.

OR

Successful completion of an Associate Arts program (or at least sixty {60} credit hours) with at least fifteen (15) credit hours in Computer Science, Computer Information Systems, Information Technology, or related field.

OR

Possess a high school diploma or equivalent and four (4) years of experience in the duties associated with this position.

NECESSARY SPECIAL REQUIREMENTS: Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

FLSA STATUS: Non-exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.