



**Classification:** CJIS Trainer/Auditor II - (NJTA)

**Title Code:** V00672

**Pay Range:** 24

**POSITION SUMMARY:** This entry-level position is responsible for the training and auditing associated with the security, maintenance, retention, physical and electronic storage, and dissemination of fingerprint-based criminal history record information derived from the systems of the Missouri State Highway Patrol (MSHP) and United States Department of Justice (USDOJ). This position ensures that Missouri agencies with access to criminal history record information, for noncriminal justice purposes, are in compliance with all state and federal laws, and applicable policies. The employee assigned to this position exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided to ensure conformance with the division's established rules, policies, and procedures. Extensive travel is required for this position.

**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.)

Schedules, prepares, and conducts onsite Policy Compliance Reviews and Technical Security Audits of all agencies with access to fingerprint-based criminal history for noncriminal justice purposes, to include the review and analysis of computer networks, system access, electronic storage solutions, while conducting security risk assessments.

Assists in preparing recommendations and making notifications for corrective actions, and provide other appropriate assistance and/or training to audited agencies.

Conducts Technical Security Audits and Risk Assessments, to include reviewing, interpreting, and analyzing network diagrams, to include workstations, routers, network servers, firewalls, internal and external information technology systems.

Reviews network accessibility to include email standards, internet access, cloud hosted solutions, mobile data terminals, smartphones, tablets and handheld devices, while ensuring encryption standards are met.

Provides Security Awareness Training to ensure compliance with Criminal Justice Information Services (CJIS) Security Policy for physical and logical access to Criminal Justice Information (e.g. password use and management; protection from viruses, worms, Trojan horses, and other malicious code; unknown e-mail/attachments; Web usage/monitoring of user activity; spam; physical and wireless security; encryption; use of acknowledgement statements; passwords, desktop security; restricting visitors; threats, vulnerabilities, and risks associated with accessing CJIS systems and services; data backup and storage; timely application of system patches; access control measures; and network infrastructure protection measures).

Updates Noncriminal Justice Agency User Agreements and Volunteer and Employee Criminal History System (VECHS) User Agreements, Local Agency Security Officer (LASO) forms, and the Department Originating Agency Identifier Number (ORI) master files.

Works with other Trainer/Auditors; shares deficiencies that may require adjustments to the training and/or auditing curriculum.

Provides training and technical assistance to agencies regarding Applicant Privacy Rights, Use and Purpose of requesting Criminal History Record Information (CHRI), outsourcing procedures, security, retention, and destruction of CHRI, fingerprint submissions, and Rap sheets.

Reviews and approves Noncriminal Justice ORI requests based on local, state, and federal law to include Public Law 92-544, the National Child Protection Act and the Volunteers for Children Act (NCPA/VCA), and other applicable federal laws.

Assists in researching statutes, ordinances, and federal laws; submits request letters to the Federal Bureau of Investigation (FBI); initiates system access; establishes Missouri Automated Criminal History Site (MACHS) electronic access; and conducts training that may include Rap Back services and validations.

Assists in scheduling, planning, and conducting classroom trainings statewide for criminal history access and use based on state and federal laws, rules and regulations, fingerprint submissions, and Rap sheets; seeks opportunities to provide additional training sessions with state/county/local law enforcement agencies, municipalities, state and private agencies, and special interest groups regarding access and use of criminal history, including dissemination, retention, security, and destruction of criminal history record information.

Performs work-related travel as necessary.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of state and federal laws, rules, and regulations pertaining to the collection, storage, and dissemination of criminal history record information.

Knowledge of FBI CJIS, NCIC, and MULES rules and regulations, specifically the FBI CJIS Security Policy, Criminal History Policy and Procedures Manual, MULES Policy and Procedures Manual, and 43.532 and 576.050 RSMo.

Knowledge of MSHP General Orders, CJIS Division Units, and Manuals.

Knowledge of training material design, as well as the principles and methods of instruction.

Knowledge of Policy Compliance Review Audit program, procedures, and methodology pursuant to Generally Accepted Government Auditing Standards (GAGAS).

Knowledge in disposal policies for both physical and electronic media including the procedures for the sanitization or destruction process of electronic media, including hard drives.

Knowledge of access control mechanisms for internal and external networks, controlled interfaces, and segmented networks.

Knowledge of administrative, technical, and physical safeguards required to ensure the protection of CHRI, as well as the policies and procedures for handling, processing, storing, and communicating Criminal Justice Information (CJI).

Ability to work independently and be self-motivated.

Ability to develop skills with word processing, spreadsheet, and presentation software (i.e. Lotus Notes, Microsoft Office, Excel, PowerPoint, etc.).

Possess skills in time management techniques and prioritization and the ability to work under pressure while maintaining a high quality of work.

Possess skills in data analysis, problem solving, and the ability to summarize information in concise reports to ensure understanding and for utilization in presentations.

Ability to learn the principles of computer programming and system analysis, design, testing, and documentation.

Ability to learn the aspects of computer networking and telecommunications (e.g. network diagrams, communication paths, circuits, software reference libraries, utility programs, security systems and procedures, database management systems, and systems management processes).

Ability to learn the general operating principles, systems, and capabilities of computer hardware and software, various computer platforms, and their trends and developments.

Ability to interpret policies, standards, and laws in written and oral form (e.g. CJIS Security Policy, Federal Information Processing Standards (FIPS) 140-2 encryption requirements, Advanced Authentication (AA) requirements, computer system and network access user-based certificates, etc.).

Ability to understand the principals of information system audits and security testing.

Ability to complete an Technical Security/Information Technology (IT) Security Audit, and develop a general understanding of an agency's automated information systems, functions, and the interrelationships with computer systems.

Ability to understand and interpret encryption certificates and passphrase standards used to unlock ciphers.

Ability to effectively research, plan, develop, and organize materials for use in training and auditing programs.

Ability to review, interpret, apply, and prepare computer program documentation related to MULES, NCIC, and fingerprint-based criminal history data.

Ability to conduct training, meetings, briefings and/or auditing sessions and presentations independently to various law enforcement agencies, public entities, and personnel in a professional manner.

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

Ability to operate basic office equipment as detailed in the description of duties.

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 perform job-related travel and work flexible hours.

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 and two years of work experience utilizing the knowledge, skills, and abilities associated with this position.

Duties involving public speaking, administration, training, curriculum development, and policy and procedure experience is preferred, but not required.

**NECESSARY SPECIAL REQUIREMENTS:** Must possess and maintain a valid driver license.

Must be able to obtain and maintain MULES certification within six (6) months of appointment.

Must attend and successfully pass CJIS - IT Security Training within six (6) months of appointment.

Must attend and successfully pass Police Instructor School within twelve (12) months of appointment.

**FLSA STATUS:** Partial-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.