



**Classification:** Information Analyst I - Custodian of Records

**Title Code:** V00571

**Pay Range:** 12

### **POSITION SUMMARY:**

This is an entry level, highly responsible position requiring the employee to research and disseminate Highway Patrol documents requested by the public, law enforcement agencies, federal agencies, state agencies, attorneys, media, insurance companies and out-of-state agencies under the authority of the Custodian of Records and pursuant to the Missouri State Sunshine Law. The employee in this position maintains original Report of Arrest/Incident/Investigation of Crime, SHP-325, and Property and Vehicle Records along with any attachments, juvenile records, former State Water Patrol reports, Boating While Intoxicated reports, and Dive reports. Direct supervision is received from the designated supervisor.

### **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.)

Researches databases, criminal histories, Microsoft excel spreadsheets, archive notebooks, and index cards for information regarding requests for documents received by the public, law enforcement agencies, federal agencies, state agencies, insurance companies, the media, and out-of-state agencies.

Researches the Missouri Sunshine Law, redacts confidential information from reports, and disseminates documents in accordance with established policies and procedures in reference to the release of Patrol records and contacts appropriate entities as needed to before disseminating patrol records.

Receives SHP-325s from all troops and the Gaming Division including: property records, vehicle records, juvenile reports, Boating While Intoxicated reports, dive reports, and any other attachments; numbers reports, logs cd/dvd's, puts in numerical order, and files reports.

Creates correspondence letters regarding each request, makes copies of documents including cd/dvd's, and places an SHP-340C with each report before it's released.

Acts as the Patrol's liaison when answering phone calls from the public, law enforcement agencies, federal agencies, state agencies, insurance companies, the media, out-of-state agencies, and all troops regarding questions about SHP-325 reports, property records, vehicle records, juvenile reports, Boating While Intoxicated reports, dive reports, and requested documentation.

Opens mail, log requests as received, date stamps requests, and attaches a Request Slip to each one in preparation for response, logs any notations concerning requests being worked on, logs requests when they have been completed, faxed or mailed.

Scans completed requests, reports, and documents.

Archives copies of SHP-325 reports, juvenile reports, former Water Patrol reports, and dive reports with the Secretary of State's office.

Purges reports from the electronic database, manual file system, and the Secretary of State's office after receiving a court ordered expungement.

Performs other related work as assigned.

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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the Missouri Sunshine Law, MULES, SMART, AS400, DWITS, PISOR, Lotus Notes, Managed Reporting System, FATPOT, NICHE, TMS, and Missouri case.net.

Working knowledge of Microsoft Word, Excel, and Access.

Ability to learn or possess knowledge of Patrol policies and procedures.

Ability to research criminal histories.

Ability to communicate effectively on the phone and answer questions.

Ability to maintain various databases, records, files, and manual logs.

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 lift up to 40 pounds.

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.)

Graduation from high school or possess a GED and two years experience in clerical work, preferably in the law enforcement field.

**NECESSARY SPECIAL REQUIREMENTS:**

Must complete SMART certification within one year of appointment.

Must possess (within the first six months of employment or as soon as scheduling will allow) and maintain MULES Certification.

**FLSA STATUS:** Non-Exempt

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**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.