Class Concept
This is administrative and supervisory work involving the supervision of a unit of professional employees that conduct formal audits and reviews of agency records in the criminal justice community. Employee supervises the development, scheduling, and implementation of audit sessions that review local law enforcement records of criminal information network terminal use, criminal history files and records dissemination, and fingerprint impression and identification records. Employee develops the overall audit program, ensures that auditors are kept informed of law and procedure changes necessary for the review of recordkeeping and dissemination practices, and performs related work as required.

Recruitment Standards

Knowledge, Skills, and Abilities
- Thorough knowledge of criminal justice concepts and procedures.
- Thorough knowledge of audit procedures used in the performance of records and file reviews.
- Thorough knowledge of data processing technology including equipment and applications requirements and constraints.
- Thorough knowledge of state and federal laws and requirements regarding criminal information systems.
- Working knowledge of the laws pertaining to confidentiality of personal information.
- Ability to coordinate and supervise the work of others
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective work relationships.

Minimum Education and Experience
Bachelor's degree from an appropriately accredited institution in criminal justice, business or public administration, or a closely related field and four years of experience in law enforcement operations or administrative experience in law enforcement; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.