

### Class Concept

This is specialized professional work in performing audits of the criminal information records and identification files of local criminal justice agencies. Under the administrative and technical supervision of the audit coordinator, employees are responsible for planning, developing, and performing audits based on the policies and requirements of the state and federal criminal history systems. Employees conduct formal audit sessions in the use of the criminal information network terminals, criminal history record-keeping and dissemination, fingerprint impressions and identification; identify training needs based on specific problems, and perform related work as required.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of criminal justice concepts and procedures.
- Working knowledge of data processing technology including equipment and applications requirements and constraints.
- Working knowledge of state and federal laws and requirements regarding criminal information systems.
- Ability to research, plan, and implement audit sessions of local law enforcement operations.
- Ability to communicate effectively in oral and written form. Ability to establish and maintain effective work relationships.

#### Minimum Education and Experience

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