

Class Concept

This is specialized professional work in developing and conducting training sessions in criminal information records and identification requirements of the state and federal systems for local criminal justice agencies. Under the administrative and technical supervision of the training coordinator, employees are responsible for planning, developing, and administering training courses based on the requirements of the state and federal criminal history systems and identified needs of the local criminal justice community. Employees conduct formal training sessions in the use of the criminal information network terminals, criminal history recordkeeping and dissemination, fingerprint impressions and identification; perform individual consultation 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 develop and implement training courses.
- 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, education, business administration, or a closely related field and two years of experience in law enforcement instruction, information or communications, or administrative experience in law enforcement; or an equivalent combination of education and experience.