

Class Concept

This is administrative and supervisory work involving the supervision of a unit of professional employees that conduct formal and informal training of the criminal justice community. Employee supervises the development, scheduling and implementation of formal training courses in criminal information network terminal use, criminal information record-keeping and dissemination, and fingerprint impression and identification. Employee oversees the installation of terminals and modems in local law enforcement offices develops the overall training program, ensures that training specialists are kept informed of law and procedure changes for consultative purposes with the criminal Justice community and performs related work as required.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of criminal justice concepts and procedures.
- Thorough knowledge of the nature and extent of identifying information needed by law enforcement agents in the performance of their work.
- Knowledge of the laws pertaining to confidentiality of personal information.
- Knowledge of data processing technology including equipment and applications requirements and constraints.
- Knowledge of state and federal laws and requirements regarding criminal information systems.
- 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, education, business administration, or a closely related field and four years of experience in law enforcement instruction, information or communications, research, or administrative experience in law enforcement; or an equivalent combination of education and experience.