

Class Concept

Position is assigned to the North Carolina Center for Missing Persons (NCCMP). The NCCMP serves as the state's central repository for information regarding missing children and adults and works with local, state, and federal law enforcement agencies, as well as victims' families, to locate missing persons and reunite them with their families. The employee works with other state missing persons/children clearinghouses. Employee serves as North Carolina's NC AMBER and Silver Alert Coordinator. Position is responsible for establishing the contact and interaction protocol for victims' families, local and state government officials, volunteer organizations, attorneys, as well as local, state, and federal law enforcement agencies. Position actively pursues grants to fund programs related to missing persons.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of North Carolina juvenile and custody, laws and investigative techniques related to missing person cases.
- Working knowledge of state and local services available to parents, children and families of missing persons.
- Working knowledge of search and rescue methods, techniques and procedures.
- Ability to conduct investigations, write reports clearly and concisely.
- Ability to analyze information from a variety of sources and draw fact-based conclusions.
- Ability to train and evaluate the work of others.
- Ability to perform duties and responsibilities under pressure or in a crisis situation.
- Ability to communicate effectively in oral or written form.
- Ability to establish and maintain effective working relationships.

Minimum Education and Experience

Bachelor's degree in human services discipline or criminal justice from an appropriately accredited institution and two years of experience in counseling, crisis intervention, victim services, social work or law enforcement; or an equivalent combination of education and experience.