



CRIMINAL RECORDS SPECIALIST

SCOPE OF WORK:

Work involves duties associated with maintaining and processing information within the state's repository of criminal and non-criminal history record information to include fingerprint and record checks for local, state and federal stakeholders in accordance with NDCC and federal guidelines.

DUTIES PERFORMED AT ALL LEVELS:

- Conduct criminal justice record checks for local, state, and federal law enforcement agencies and courts; identify, retrieve and disseminate information utilizing local, interstate, and foreign resources.
- Conduct non-criminal justice record checks; follow up on incomplete or missing information; disseminate information based upon urgency of request.
- Provide assistance to law enforcement and criminal justice agencies at various levels within the state that are required to comply with the criminal history record reporting guidelines per applicable ND Century Code, administrative rules and federal guidelines.
- Maintain the computerized criminal history database; notify law enforcement agencies of incomplete or incorrect data; assign state identification numbers; enter and update demographic and arrest data; review and enter prosecution information and court case dispositions.
- Conduct federal fingerprint-based record checks; submit required information to the FBI; receive and route confidential responses to appropriate agencies.
- Communicate verbally or in writing with participating agencies and the general public regarding criminal and non-criminal records processes and procedures.
- Compose office correspondence; coordinate the release and dissemination of sensitive information.
- Participate in the development of office procedures.
- Provide input to the design of databases to information technology.
- Maintain knowledge of current laws, rules, and procedures by researching state statutes, administrative rules, and federal laws.
- Enter information on criminal and custodial fingerprint cards to submit to an automated fingerprint identification system.
- Conduct training for internal staff and external entities regarding FBI fingerprint-based record checks in the proper preparation and handling of fingerprint cards, procedures for requesting record checks, reading criminal Record of Arrest and Prosecutions (RAP) sheets, and confidentiality requirements.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

CRIMINAL RECORDS SPECIALIST I

5016

GRADE H

LEVEL DEFINITION:

Work at this level involves maintaining and processing criminal records. Incumbents must complete requirements for the law enforcement telecommunications license and the FBI basic fingerprint classification course to work toward a fully competent level.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires an associate degree with coursework in business, office support, information management, or criminal justice and two years of work experience that included the use of personal computer database software and the maintenance of a specialized records system, or an equivalent combination of education and experience

CRIMINAL RECORDS SPECIALIST II

5017

GRADE I

LEVEL DEFINITION:

Work at this level involves performing specialized duties that requires a high degree of knowledge, skills and abilities. Work involves providing staff training, conducting criminal history record audits, and/or full operation of an automated fingerprint identification system.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Coordinate unique projects utilizing staff resources and responsibilities, and securing other resources such as training materials and supplies.
- Assist program developers with information technology system development to ensure systems provide the functionality and information required by evaluating office needs, testing systems, and gathering user input.

- Conduct training for law enforcement staff and other entities on fingerprint procedures and requirements.
- Compare, analyze, and identify electronic fingerprint images utilizing an automated fingerprint identification system.
- Conduct audits of law enforcement agencies and other entities for federal regulation compliance of information systems and database use, storage, and confidentiality.
- Train staff on the analysis of criminal history records, methods of fingerprint comparison, and the procedures of the fingerprint databases.

MINIMUM QUALIFICATIONS:

Requires an associate degree with coursework in business, office support, information management, or criminal justice and four years of work experience that included the use of personal computer database software and the maintenance of a specialized records system, or an equivalent combination of education and experience. Two years of work experience must include performing duties at the Criminal Records Specialist I level.

Eff. Date: 02/17