



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5218

CRIMINAL RECORDS ANALYST

GRADE J

SCOPE OF WORK:

Provides information, training, and assistance in the utilization and maintenance of the specialized information systems in the Bureau of Criminal Investigation (BCI) functions within the Office of Attorney General. Assistance is provided 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 contained in NDCC Chapter 12-60 and related administrative rules of the Bureau of Criminal Investigation.

DUTIES PERFORMED:

- Conduct on-site review and analysis of Criminal History Record Information (CHRI) to determine the level of compliance with reporting requirements.
- Complete review and analysis reports; identify specific problem areas; gather and maintain information to support audit methodology; recommend changes to improve the information reporting procedures.
- Maintain knowledge of current laws, rules, and procedures for utilization of the complete computer-based information system; provide input to appropriate staff in the preparation of legislative changes, rule modification, and/or modification of procedures relating to the assigned responsibility.
- Develop and maintain training modules for the CHRI system and each related information system, i.e., Central Warrant Information System, Statewide Intelligence System, Concealed Weapon Permit program, etc.; conduct training for system users.
- Respond to requests for assistance from system users by determining the type and level of assistance needed and providing the appropriate response to resolve problems.
- Maintain records processing data and provide analysis to determine effectiveness of information input methods, procedures, and equipment.
- Remain current on system changes and capabilities through research, analysis, and coordination with other administrative and technical staff.

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

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in criminal justice, or an associate degree in criminal justice and two years of experience working for a criminal justice agency. Must be able to demonstrate effective verbal and written communication skills and the ability to train individuals in utilizing a complex computer-based information system.

Eff. Date: 01/96

Rev: 12/00 – Changed minimum qualifications; minor word changes

Rev: 07/12 – Conversion to Hay System