

TITLE: Terminal Agency Coordinator

SO/16

DEPARTMENT: Sheriff's Office, Fayette County

JOB SUMMARY: This position oversees the entry and retrieval of information into the GCIC and NCIC databanks.

MAJOR DUTIES:

- o Compiles, reviews, and validates monthly reports from GCIC; emails or faxes warrants to appropriate departments.
- o Administers the Georgia Crime Information Center terminal operator training program; provides training to other agency personnel; trains, evaluates, supervises, and pre-certifies assigned personnel.
- o Prepares for and conducts annual state GCIC audit.
- o Checks the accuracy of information entered by other employees.
- o Ensures that protection orders are entered on GCIC in a timely manner.
- o Runs background checks for vehicles, guns, and articles for detectives.
- o Enters warrants, guns, vehicles, articles, and missing persons on GCIC.
- o Ensures that terminals are placed in a secure location and prohibits unauthorized viewings.
- o Assists the Sheriff in managing CJIS network related operations to ensure compliance with relevant laws, regulations, and policies.
- o Distributes bulletins to supervisors and appropriate personnel.
- o Assists callers and visitors.
- o Attends the Annual Agency Coordinator Conference.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of Georgia Crime Information Center policies and procedures.
- o Knowledge of computers and job related software programs.

- o Knowledge of the criminal justice system.
- o Knowledge of departmental rules and regulations.
- o Knowledge of switchboard operations.
- o Skill in the implementation of policies and procedures.
- o Ability to prepare clear and comprehensive reports.

SUPERVISORY CONTROLS: The Deputy Director of Administration assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include GCIC rules and regulations, the GCIC CJIS Network Operations Manual, operations bulletins, county policy, department policy, the safety manual, and the Open Records Act. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of related duties in the coordination of the Sheriff's Office GCIC terminal operations. The need for accuracy contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to coordinate the agency's GCIC operations. Success in this position contributes to the accuracy of completeness of criminal records.

PERSONAL CONTACTS: Contacts are typically with co-workers, GCIC personnel, military recruiters, Drug Task Force Agents, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain GCIC/NCIC certification.