



Terminal Agency Coordinator Sheriff's Office

SO/17-258

JOB SUMMARY

This position is responsible for the coordination of the Sheriff's Office National Crime Information Center/Georgia Crime Information Center (NCIC/GCIC) operations.

MAJOR DUTIES

1. Assigns, directs, supervises, and evaluates assigned personnel.
2. Ensures compliance with all GCIC procedures.
3. Assigns ORIs to GCIC operators.
4. Maintains list of operators with access to CJIS Network.
5. Maintains mobile operators' access to the CJIS Network via Records Management System.
6. Ensures that all certified CJIS Network Operators maintain current certification.
7. Assigns usernames and passwords for LMS system to current and new employees.
8. Administers Security Awareness Training for all agency employees.
9. Maintains and updates usernames and passwords for all CJIS Network Operators.
10. Provides training materials to Operators to ensure the accuracy of GCIC entries.
11. Updates and maintains Control Management, Service, and User Agreements.
12. Ensures all new employees are fingerprinted and receive Security Awareness training.
13. Prepares GCIC statistical information for annual budget.
14. Maintains GCIC file retention limits.
15. Maintains CJIS Network related documents.
16. Prepares for and conducts GCIC audits.
17. Verifies the accuracy of information on GCIC entries completed by CJIS Network Operators.
18. Ensures that all GCIC entries are made within the time limitations set forth by the FBI.
19. Runs background investigations for detectives, investigators, and Sheriff's Office employees.
20. Enters warrants, guns, vehicles, missing persons, boats, identify theft files, vehicle parts, and protection orders.
21. Attends training, conferences and meetings as required.
22. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of GCIC/NCIC certification requirements.
2. Knowledge of general law enforcement practices.
3. Knowledge of federal, state, and agency policies and procedures.
4. Knowledge of public safety rules, regulations, and terminology.
5. Knowledge of the Open Records Act.
6. Knowledge of personnel laws and County and Sheriff's Office personnel procedures.
7. Skill in working independently and in a team setting.
8. Skill in collecting and analyzing data.
9. Skill in conducting classroom and individual training.
10. Skill in directing, planning, and supervising the work of personnel.
11. Skill in dealing with the general public.
12. Skill in typing.
13. Skill in establishing and maintaining effective working relationships with employees and the general public.
14. Ability to prepare clear and comprehensive reports.
15. Ability and knowledge to secure, protect, maintain, and properly disseminate various pieces of confidential information including oral or written personnel, financial, medical, criminal, investigative, and operational or other sensitive information or materials.

SUPERVISORY CONTROLS

The Records Management Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include Sheriff's Office policy, rules, regulations and standard operating procedures, County policies, federal and state law, NCIC/GCIC rules and regulations, the CJIS Network Operations Manual, GCIC Council rules, GCIC Operations Bulletins, and the Georgia Open Records Act. These guidelines require judgement and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, administrative and terminal operations duties. The work consists of related duties in the coordination of Sheriff's Office GCIC terminal operations. The need for accuracy and frequent interruptions contributes to the complexity of the position.
- The purpose of this position is to coordinate NCIC/GCIC terminal operations for the Sheriff's Office. Success in this position results in compliance with NCIC/GCIC rules and regulations.

CONTACTS

- Contacts are typically with co-workers, GCIC personnel, representatives of the GBI and FBI, military recruiters, other law enforcement agencies, attorneys, vendors, and members of the general public.
- Contacts are to give or exchange information, provide training, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light and heavy objects.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over CJIS Network Operators.

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 Sheriff's Office hiring standards. Successful completion of the State of Georgia Department of Transportation Defensive Driving Course within twelve (12) months of employment. Successful completion of Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network Operator training within sixty (60) days of employment and every two (2) years thereafter. Terminal Agency Coordinator certification.

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

- 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.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain GCIC/NCIC TAC certification.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.