

CLARK COUNTY SCHOOL DISTRICT HUMAN RESOURCES DIVISION

ASSISTANT TERMINAL AGENCY COORDINATOR

Class Code: 0352

Job Family: Police Services

Classification: Support Staff

Terms of Employment: Pay Grade 53 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general supervision, monitors and operates law enforcement communication systems to receive and transmit confidential background searches while acting as a liaison between the Clark County School District Human Resources Unit and the Police Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Responsible for retrieving, maintaining, screening, explaining, and investigating employment related background information both transmitted and received through such databases as National Crime Information Center (NCIC), Shared Computer Operation for Protection and Enforcement (SCOPE), and all applicable sources, while referring questionable information to the appropriate Human Resources Administrator.
2. Acts as a liaison between School Police Services and Las Vegas Metropolitan Police Department (LVMPD) in accordance with the established SCOPE User Agreement.
3. Maintains binder of current tactical (TAC) and advanced-tactical (ATAC) procedures including a written policy for discipline of Nevada Criminal Justice Information System (NCJIS), NCIC, and SCOPE policy violators that will include termination and prosecution under Nevada Revised Statutes (NRS) 179A.900.
4. Ensures that all current policies and procedures regarding NCJIS, or any system accessed through NCJIS, are maintained and updated in a binder.
5. Follows operator security agreement and privacy laws at all times.
6. Monitors terminal use ensuring that the NCJIS, NCIC, and SCOPE administrative policies and procedures are followed and validation of all necessary data is conducted.
7. Ensures that all Federal Bureau of Investigation (FBI), NCJIS, and NCIC newsletters, operational and technical updates, training material, videos, and other related media are maintained.
8. Ensures protection of confidential data within SCOPE, NCIC, and NCJIS files, which are governed by state and/or federal statute, from unauthorized use.
9. Responsible for the maintenance of secure terminals, ~~with~~ ensures monitors are not visible to the public or visitors. Ensuring at all times that visitors shall not be left unattended in the terminal area.
10. Provides system security training for staff with access to criminal history information to ensure knowledge that visitors and applicants must not receive printed SCOPE information.
11. Monitors error messages received and follows up to correct the errors.
12. Monitors system entries for accuracy and timeliness.
13. Operates law enforcement computerized communications system for retrieval of confidential records obtained or disseminated through law enforcement information systems (i.e., NCIC, NCJIS, METRO SCOPE), and District mainframe within established practices, procedures, and regulations.
14. Monitors the disposal of confidential data obtained through all law enforcement communications systems including, but not limited to: Criminal History Record Information (CHRI), NCJIS, NCIC, and Nevada Law Enforcement Teletype Systems (NLETS).
15. Coordinates and conducts NCJIS/NCIC and SCOPE training for department staff as needed, at FULL, INQUIRY, and PRACTITIONER access levels.
16. Prepares and updates NCJIS/NCIC, and SCOPE lesson plans and training handouts, as needed.
17. Provides advanced notification in writing to the Control Terminal Officer (CTO) for any changes in the location of any terminal equipment, device, or change in service.

18. Documents all distribution of material through state audit cycle.
19. Cooperates and assists the NCJIS audit and other staff with required state compliance audits.
20. Must attend all Terminal Agency Administrator Conferences provided by the Nevada Department of Public Safety (NDPS).
21. May compile required data for department and state required reports.
22. May provide testimony on Clark County School District's behalf, if necessary.
23. Adheres to all applicable federal laws, school board policies, and safety directives.
24. Conforms to safety standards, as prescribed.
25. Performs related duties related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:

None Specified

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of principles and practices of record keeping.
2. Knowledge of principles and practices of database entry and maintenance.
3. Knowledge of law enforcement codes as related to assignment.
4. Knowledge of applicable District, state, and federal policies and procedures related to the use of criminal justice systems.
5. Ability to learn, understand, and interpret computer systems used in law enforcement agencies including, but not limited to: SCOPE, NCIC, NLETS, NCJIS, and other related equipment.
6. Ability to adhere to SCOPE User Agreement policy and NCIC 2000 terms.
7. Ability to obtain background clearance to access NCJIS, NCIC, and SCOPE.
8. Ability to maintain confidentiality of information within security and privacy requirements.
9. Ability to summarize and communicate information clearly, orally, and in writing.
10. Ability to maintain accurate records.
11. Ability to work rapidly and accurately with names, numbers, codes, and symbols.
12. Ability to meet predetermined deadlines.
13. Ability to exercise judgment as when to act independently and when to refer situations to supervisor/administrator.
14. Ability to work flexible hours.
15. Ability to work cooperatively with employees, other agencies, and the public.
16. Ability to recognize and report hazards, and apply safe work methods.
17. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Three (3) years experience working as a School Police Dispatcher; or,
Three (3) years record keeping experience, which includes a minimum one (1) year experience working with dispatch and automated law enforcement systems.

Licenses and Certificates:

1. Verified keyboarding/typing score of 45 words per minute (wpm) net.
2. Instructor Development Certification.
3. Qualified applicants must be able to pass, upon final selection, an extensive background investigation.
4. Must complete TAC Training Session and obtain TAC certification from State of Nevada Public Safety Division within six (6) months of hire and obtain reaffirmation every two (2) years.
5. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
6. Copy of current driving history record issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications:
None Specified

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Verified keyboarding/typing score of 45 wpm net.
3. Instructor Development Certificate.
4. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
5. Copy of current driving history record issued by the Department of Motor Vehicles.
6. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREA:

Clark County School District Central Human Resources Unit and travel to outside agencies.

WORK ENVIRONMENT:

Strength: Light - Exert force to 20 lbs., occasionally; or 10 lbs. frequently.

Physical Demands: Constant talking, hearing, and sitting for prolonged periods of time. Frequent standing, walking, pushing, pulling, carrying, climbing, balancing stooping, kneeling crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near and far acuity; occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate. Exposure to noise levels ranging from moderate to loud for frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, modems, telephones, fax machines, calculators, filing cabinets/equipments, etc.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.