

CLARK COUNTY SCHOOL DISTRICT HUMAN RESOURCES DIVISION

TERMINAL AGENCY COORDINATOR

Class Code: 0351

Job Family: Police Services

Classification: Support Staff

Terms of Employment: Pay Grade 56 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 Division and Police Services.

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 NCIC, NCJIS, SCOPE, and all applicable sources while referring questionable information to the appropriate Human Resource administrator.
2. Acts as a liaison between the Human Resource Division, Police Services, and LVMPD in accordance with the established SCOPE User Agreement.
3. Establishes and maintains current TAC and ATAC procedures including a written policy for discipline of NCJIS, NCIC, and SCOPE policy violators that will include termination and prosecution under NRS 179A.900.
4. Ensures that all current policies and procedures regarding NCJIS, or any system accessed through NCJIS, are created, maintained, distributed, and available to all authorized agency personnel.
5. Follows operator security agreement and privacy laws at all times.
6. Monitors all terminal use, enforcing system discipline and assuring that the NCJIS, NCIC, and SCOPE administrative policies and procedures are followed and validation of all necessary data is conducted.
7. Ensures that all FBI, NCJIS, and NCIC newsletters, operational and technical updates, training material, videos, and other related media are distributed and maintained.
8. Maintenance of documentation of distribution of all related training materials.
9. Protection of confidential data within SCOPE files, which are governed by state and/or federal statute, for unauthorized use.
10. Responsible for the maintenance of secure terminals, with monitor not visible to the public or visitors. Ensuring at all times that visitors shall not be left unattended in the terminal area.
11. 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.
12. Monitors error messages received and follows up to correct the errors.
13. Monitors system entries for accuracy and timelines.
14. Operates law enforcement computerized communications system for retrieval of confidential records obtained or disseminated through law enforcement information systems (i.e., NCIC (National Crime Information Center), NCJIS (Nevada Criminal Justice Information System), METRO SCOPE (Shared Computer Operation for Protection and Enforcement) and District mainframe within established practices, procedures and regulations.
15. Monitors the disposal of confidential data obtained through all law enforcement communications systems including but not limited to CHRI, NCJIS, NCIC, and NLETS.
16. Acts as lead worker to Assistant Terminal Agency Coordinator (ATAC) in the School Police Service Department.
17. Coordinates all TAC/ATAC system training.
18. Coordinates and conducts NCJIS/NCIC and SCOPE training for department staff at all levels of access as needed.

19. Prepares and updates NCJIS/NCIC and SCOPE lesson plans as needed.
20. 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.
21. Maintains operator and other staff training records current and available as needed for audit and ensures immediate removal of terminal operators who should no longer have access to NCJIS, NCIC, and SCOPE.
22. Documents all distribution of material through state audit cycle.
23. Cooperates and assists the NCJIS Audit and other staff with required state compliance audits.
24. Must attend all Terminal Agency Administrator Conferences provided by the Nevada Department of Public Safety.
25. May compile required data for department and state required reports.
26. May provide testimony on District's behalf if necessary.
27. Adheres to all applicable federal laws, school board policies, and safety directives.
28. Conforms to safety standards as prescribed.
29. Performs other tasks 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:
6. SCOPE, NCIC, NLETS, NCJIS and other related equipment.
7. Ability to adhere to SCOPE User Agreement policy and NCIC 2000 terms.
8. Ability to obtain background clearance to access NCJIS, NCIC, and SCOPE.
9. Ability to maintain confidentiality of information within security and privacy requirements.
10. Ability to summarize and communicate information clearly orally and in writing.
11. Ability to maintain accurate records.
12. Ability to work rapidly and accurately with names, numbers, codes, and symbols.
13. Ability to meet predetermined deadlines.
14. Ability to exercise judgment as when to act independently and when to refer situations to supervisor/administrator.
15. Ability to work flexible hours.
16. Ability to work cooperatively with employees, other agencies, and the public.
17. Ability to recognize and report hazards and apply safe work methods.
18. 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., GED, college, technical, trade school, foreign equivalency, etc.).
2. Five (5) years experience working as a school police dispatcher or five (5) years record keeping experience, which includes a minimum one (1) year experience working with dispatch and automated law enforcement systems.
3. Verified keyboarding/typing score of 45 WPM.
4. Qualified applicants must be able to pass, upon final selection, an extensive background investigation.
5. Must complete TAC Training Session and obtain TAC certification from State of Nevada Public Safety Division within six (6) months of hire and obtain re-affirmation of such every two (2) years.

Licenses and Certificates:

1. 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.
2. Copy of current driving history issued by the Department of Motor Vehicles.
3. Must possess Instructor Development Certification.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Copy of current driving history issued by the Department of Motor Vehicles.
4. Specific documented evidence of training and experience.

EXAMPLES OF ASSIGNED WORK AREAS:

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

WORK ENVIRONMENT:

Strength: Light - Exert force to 20 lbs., occasionally; or 10 lbs., frequently; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Constant talking, hearing, and sitting for prolonged periods of time. Frequent, standing, walking, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in typical office setting and use standard office equipment. Vision: Frequent near and far acuity, and depth perception. Occasional focal length change. Vision to read printed materials, a 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 occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (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:

None Specified

An Affirmative Action/Equal Opportunity Employer

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

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.