



CLASS TITLE: Criminal Justice Systems Officer

CLASS CODE: L21321

LOCATION: Headquarters

SALARY: PG 19, \$58,666 - \$73,332

OPENING DATE: April 19, 2017 CLOSING DATE: May 2, 2017

NATURE AND SCOPE:

This position is responsible for managing the development and enhancement of information systems and associated data processing operations for the Division of State Police. The incumbent reports to the Administrative Major and will manage criminal justice information systems.

PRINCIPLE ACCOUNTABILITIES:

Acts as the Criminal Justice Information Services (CJIS) Systems Officer for Delaware for the FBI CJIS Advisory Process and the CJIS Working Groups. Represents the interests of the DELAWARE CJIS Systems Agency and all CJIS systems users in Delaware. It is through the Advisory Process that the FBI receives advice and guidance from the criminal justice participants in the programs administered by the FBI on behalf of the criminal justice community: Biometric Identification, Law Enforcement Enterprise Portal (LEEP), National Crime Information Center, National Instant Criminal Background Check System, Uniform Crime Reporting, and National Data Exchange. Acts as National Crime Information Center (NCIC) Control Officer and National Law Enforcement Telecommunications System (NLETS) Representative for Delaware. Participates as a subject matter expert in meetings, seminars and conferences. Writes reports, standard operating procedures and correspondence relating to affected areas of responsibility. Provides expert technical and operational advice to management and ensures compliance with State and Federal standards. Participates as a subject matter expert in meetings, seminars and conferences. Performs related work as required.

## KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the concepts, methods and techniques of system analysis including information analysis. Knowledge of telecommunications and networking. Ability to analyze advances in the law enforcement data processing field and to keep abreast of the rapidly changing goals. Ability to communicate effectively with users, both orally and in writing.

## MINIMUM QUALIFICATIONS:

Possession of Bachelor's degree in business or management sciences. Ten years of experience working in a law enforcement agency. Extensive knowledge of DELJIS, FBI CJIS, NLETS, and the criminal code of the State of Delaware. Progressive work experience can be a substitute for academic qualification.

## CONDITIONS OF EMPLOYMENT:

Direct deposit of paychecks is required as a condition of employment. Applicants must be legally authorized to work in the United States. A satisfactory criminal background check is required as a condition of employment

## APPLICATIONS:

Please submit a Delaware State Police civilian application to:

DELAWARE STATE POLICE, Human Resources Office, P.O. Box 430, Dover, DE 19903

Applications can be found at our website at:

<http://www.dsp.delaware.gov/employment.shtml>

Applications can also be found at any troop or at our Headquarters at 1441 N. Du Pont Highway, Dover, DE 19903

## Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a Delaware State Police Application.

## Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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