

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS02118089 DATE POSTED: 06/19/19
POSITION NO: 943962 CLOSING DATE: Open Until Filled
POSITION TITLE: Local Agency Security Officer
DEPARTMENT NAME / WORKSITE: NPD/ Information Management Section, Window Rock, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AR64A
WORK HOURS: 8:00a.m.-5:00p.m PART TIME: NO. OF HRS./WK.: _____ \$ 41,641.60 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 20.02 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Assists with federal and state mandated security and operational audits by making records, files, cases, procedures and any other required information available; coordinates all system changes, which may included database access, inquiry/maintenance access, upgrading or relocation of existing equipment or installation of addition equipment; ensures all equipment is maintained in a secured area; installs, configures and maintains computer systems and peripherals to establish and maintain links to ACJIS/NCIC system; troubleshoots and corrects equipment malfunctions; works with appropriate agencies, such as telecommunication companies, to ensure links are maintained with ACJIS/NCIC, Serves as liaison between the user and agency and the Control Terminal Agency (Arizona Department of Public Safety); implements and manages ongoing terminal operator certification training program for the Navajo Nation; trains agency terminal operators and criminal justice practitioners in the use of the ACJIS/NCIC system in accordance with established standards, policies and procedures; Maintains a current listing of personnel authorized to request or view ACJIS/NCIC, including personnel authorized to receive information directly or indirectly via the ACJIS network; notifies appropriate agencies of any changes in authorized personnel; ensures approved security policies are followed in accessing the ACJIS/NCIC; reviews and analyzes files, documents and work in progress to ensure completeness, accuracy and compliance with federal, state, local and department and unit policies and procedures; reviews periodic reports from the ACJIS/NCIC system to ensure entries made into the system are validated and any unusual activities are reviewed and validated; submits required reports to appropriate agencies; may travel to remote sites for installation and maintenance of equipment. Evaluates the knowledge and performance of each terminal operator to ensure use of the system and quality of work is in accordance with established standards; attends required trainings or meetings.; maintains safety & security of the system; specific IT & software areas of responsibility include NPD computerized records management system (RMS), automated fingerprint identification system (AFIS) and other duties as assigned. Reports directly to the Network Specialist of IMS.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Criminal Justice, Information Technology, Computer Science or related field; and three (3) years of experience in criminal records systems; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation; No felony convictions or convictions involving moral turpitude.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the principles and methods of supervision in order to provide direction, assign tasks, evaluate performance and train administrative, technical and clerical staff.
Knowledge of manual and automated records management systems to ensure accurate maintenance of files and ease of retrieval.
Knowledge of training methods and techniques (e.g., establishing outlines, developing tests, providing objective, etc.) required to train individuals or groups.
Knowledge of federal, state and local laws and regulations applicable to assignment.
Knowledge of law enforcement and intelligence terminology.
Knowledge of report writing in order to produce analytical and technical reports in appropriate format.
Knowledge of personal computer hardware, peripherals, software and operating systems.
Skill in verbal and written communications.
Skill in diagnosing and repairing computer hardware and peripherals and data communication devices.
Skill in using discretion in the dissemination of oral and written communications in order to safeguard confidential and sensitive information

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.