

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0213789

Date Posted: 07/05/11

POSITION NO: 943962

Closing Date: 07/18/11

CLASS CODE: 2350

POSITION TITLE: LOCAL AGENCY SECURITY OFFICER

DEPARTMENT NAME: DPS/Navajo Police Department - Information Management Section

DEPARTMENT NO: 21 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: _____ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Monitor and update the National Criminal Information Center (NCIC) link with the Arizona Department of Public Safety and with the seven police districts on the Navajo Nation. Conduct diagnostic activities and functions in relation to data line quality with Navajo Communications and other appropriate agencies regarding circuits and lines. Configure and reprogram statistical multiplexer modem with the correct protocol for terminal and printer at the local level and district level. Installs and tests new software on personal computers for NCIC communications. Troubleshoot problems with the information sharing and processing. Communicate with state data center and police district personnel/operators regarding NCIC and the Arizona Criminal Justice System (ACJIS) data activities and ensure that police district personnel are accurately logged on. Travel to police districts to troubleshoot and provide technical assistance.

Conduct record validations by recording incoming information/entries into the system and conduct follow up activities. Provide quality control activities regarding the maintenance and update of authorized personnel utilizing the system for each police district. Perform audits of users and inform district commander of concerns and issues. Attend training to remain in compliance and update as a system operator. Conduct training to district operators/dispatchers. Prepare written report and present to district commanders, Chief of Police, Division Director, and at the state level. Maintain the safety and security of the system. Perform other duties as assigned. Report to the Information Management System Program Supervisor.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Criminal Justice, Business Administration, Computer Science or related field; and

Experience:

Two (2) years of experience in criminal records system; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

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; of manual and automated records management systems to ensure accurate maintenance of files and ease of retrieval; of training methods and techniques (e.g., established outlines, developing tests, providing objectives, etc.) required to train individuals or groups; of federal, state and local laws and regulations applicable to assignment; of law enforcement and intelligence terminology; of report writing in order to produce analytical and technical reports in appropriate format; and of personal computer hardware, peripherals, software and operating systems. Skill in verbal and written communication; in diagnosing and repairing computer hardware and peripherals and data communication devices; in using discretion in the dissemination of oral and written communications in order to safeguard confidential and sensitive information; and in conducting research, gathering information and analyzing a wide variety of data and statistics to complete reports and assignments.

License/Certification Requirements:

Must possess a valid State Driver's License. Must pass a criminal background investigation. No felony convictions or convictions involving moral turpitude.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99