

### **LOCAL AGENCY SECURITY OFFICER**

**DEFINITION:** Under general supervision, performs administrative work of moderate difficulty in maintaining the Arizona Criminal Justice Information System/National Crime Information Center (ACJIS/NCIC) system for the Department of Public Safety; implements and maintains required policies regarding access to confidential information; trains system users; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Serves as designated 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; 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 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.

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 include 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; may travel to remote sites for installation and maintenance of equipment.

#### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

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.

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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.  
Skill in conducting research, gathering information and analyzing a wide variety of data and statistics to complete reports and assignments.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires climbing, lifting, carrying, and moving computer equipment and peripherals weighing up to 50 pounds with potential exposure to dirt, heat and humidity when installing computer cabling in ceilings or crawl spaces.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Criminal Justice, Business Administration, Computer Science or related field; and two (2) years of experience in criminal records systems; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**SPECIAL REQUIREMENTS:** Must possess a valid State Driver's License. Must pass a criminal background investigation; and have no felony convictions or convictions involving moral turpitude.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.