

## CLARK COUNTY SCHOOL DISTRICT HUMAN RESOURCES DIVISION

### **ASSISTANT TERMINAL AGENCY COORDINATOR**

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Class Code: 0352

Job Family: School Security

Classification: Support Staff

Terms of Employment: Pay Grade 53 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

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#### 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 Human Resources Division and the School Police Services Department.

#### 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, SCOPE and all applicable sources, while referring questionable information to the appropriate Human Resource Administrator.
2. Acts as a liaison between School Police Services and LVMPD in accordance with the established SCOPE User Agreement.
3. Maintains binder of 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 maintained and updated in a binder.
5. Follows operator security agreement and privacy laws at all times.
6. Monitors terminal use 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 maintained.
8. Protection of confidential data within SCOPE, NCIC and NCJIS files, which are governed by State and/or Federal statute, from unauthorized use.
9. 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.
10. 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.
11. Monitors error messages received and follows up to correct the errors.
12. Monitors system entries for accuracy and timeliness.
13. Operates law enforcement computerized communications system for retrieval of confidential records obtained or disseminated through law enforcement information systems (e.g., 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.
14. Monitors the disposal of confidential data obtained through all law enforcement communications systems including but not limited to CHRI, NCJIS, NCIC and NLETS.
15. Coordinates and conducts NCJIS/NCIC and SCOPE training for department staff as needed, at FULL, INQUIRY and PRACTITIONER access levels.
16. Prepares and updates NCJIS/NCIC and SCOPE lesson plans and training handouts as needed.
17. 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.

18. Documents all distribution of material through State Audit cycle.
19. Cooperates and assists the NCJIS Audit and other staff with required state compliance audits.
20. Must attend all Terminal Agency Administrator Conferences provided by the Nevada Department of Public Safety.
21. May compile required data for department and state required reports.
22. May provide testimony on district's behalf, if necessary.
23. Adheres to all applicable Federal laws, school board policies and safety directives.
24. Conforms to safety standards as prescribed.
25. Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

None Specified

**POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)**

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: SCOPE, NCIC, NLETS, NCJIS and other related equipment.
6. Ability to adhere to SCOPE User Agreement policy and NCIC 2000 terms.
7. Ability to obtain background clearance to access NCJIS, NCIC and SCOPE.
8. Ability to maintain confidentiality of information within security and privacy requirements.
9. Ability to summarize and communicate information clearly orally and in writing.
10. Ability to maintain accurate records.
11. Ability to work rapidly and accurately with names, numbers, codes and symbols.
12. Ability to meet predetermined deadlines.
13. Ability to exercise judgment as when to act independently and when to refer situations to supervisor/administrator.
14. Ability to work flexible hours.
15. Ability to work cooperatively with employees, other agencies, and the public.
16. Ability to recognize and report hazards, and apply safe work methods.

**POSITION REQUIREMENTS:**

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc).
2. Three (3) years experience working as a School Police Dispatcher; **or**
3. Three (3) years record keeping experience, which includes a minimum one (1) year experience working with dispatch and automated law enforcement systems.

Licenses and Certifications:

1. Verified keyboarding/typing score of 45 wpm net.
2. Instructor Development Certification.
3. Qualified applicants must be able to pass, upon final selection, an extensive background investigation.
4. Must complete TAC Training Session and obtain TAC certification from State of Nevada Public Safety Division within six (6) months of hire and obtain reaffirmation every two (2) years.
5. 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).
6. Current copy of driving history record issued by the Department of Motor Vehicles.

Preferred Qualifications:

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

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. Verified keyboarding/typing score of 45 words per minute net.
3. Instructor Development Certificate.
4. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
5. Current copy of driving history record issued by the Department of Motor Vehicles.
6. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREA:

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 constantly to stand/walk/lift/push/pull/carry.

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

Environmental Conditions: Climate controlled office setting with temperatures ranging from mild to moderate. Exposure to noise levels ranging from moderate to loud frequent periods.

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

Various computers, printers, modems, telephones, fax machines, calculators, filing cabinets/equipments, etc.

**EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

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.