

ASSISTANT DIRECTOR, CRIMINAL JUSTICE INFORMATION SYSTEMS

KIND OF WORK

Moderately difficult supervisory work operating a statewide criminal justice information system.

NATURE AND PURPOSE

An employee in this class is responsible for day-to-day supervision of a staff receiving, evaluating, compiling, storing and disseminating arrest and criminal history data to law enforcement agencies.

Responsibility extends to maintaining uniform, statewide crime reporting and crime information dissemination systems for use by law enforcement agencies and by crime control planning officials. The employee in this class also supervises a staff providing consulting services to local law enforcement agencies on effective storage and retrieval of law enforcement information. Responsibilities also include preparation of plans for new criminal justice information services.

Performance is evaluated on the basis of timeliness of service delivered to local agencies, accuracy of statistical information compiled, and ease with which law enforcement agencies can make effective use of criminal justice information services. Considerable freedom is afforded to permit attainment of these objectives within the system to direct policies and priorities set by superiors.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assists in operational planning so that the information management needs of the criminal justice community are well served.

Supervise the staff in receiving, evaluating, compiling, storing and disseminating criminal history record information so that criminal justice agencies can be properly and promptly informed.

Identifies problems and develops indicators from statistical data so that developing crime trends may be assessed and/or predicted.

Assists in the organization and coordination of statewide crime information transmission and reporting systems so that law enforcement agencies have speedy access to needed information on criminal records, stolen property, firearms, and related topics.

Supervises the day-to-day internal operation of the various units so that coordination of effort occurs toward attaining the goals of the Criminal Justice Information Systems Section.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of management techniques.

Thorough knowledge of sources of aggregate crime statistics and information.

Considerable knowledge of the methods and techniques of programming and systems.

Considerable knowledge of law enforcement or criminal justice agencies, and their standard operating procedures and constraints.

Working knowledge of Minnesota data privacy law as applied to criminal justice data.

Ability to:

Ability to deal with national, state, and local system users and the public and establish and maintain effective and harmonious work relationships.

Est.: 6/25/80
Rev.: 8/98

TC: 5/20/85; 8/26/98
Former Title(s): Criminal Justice
Information Systems
Assistant Director

Assistant Director, Public
Safety, CJIS