

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STATE POLICE CRIME INFORMATION EVALUATOR POSITION CODE: 41801
Effective: 12-1-97

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs complex technical and paraprofessional functions monitoring and controlling the flow of information into the Violent Crime Information Tracking and Linking (VITAL) or Uniform Crime Reporting (UCR) database system; these centralized control positions receive and evaluate documents and on-line entries to determine acceptability and conformance with comprehensive federal guidelines, and assure the overall integrity of the database; reviews the audit trails of system entries from local law enforcement agencies, and assures compliance with federal intelligence gathering criteria; generates quality control reports, and prepares notices of noncompliance with federal and state guidelines and regulations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Regulates, monitors and controls VITAL or UCR entries; utilizes advanced software to perform a variety of duties associated with the flow and processing of intelligence information and confidential reports; assists department users and outside agencies in resolving discrepancies; responds to inquiries; explains procedures and services of the system; gathers information; prepares reports on user activities and compliance; receives and evaluates documents and on-line entries to determine acceptability and conformance with federal intelligence guidelines; determines entry or non-entry of information into the network; reviews audit trails of entries into the system; notifies the Intelligence Bureau of discrepancies in the audit trail.
2. Audits offense and arrest data received daily from law enforcement agencies; coordinates with local law enforcement agencies in order to resolve any discrepancies or other questionable entries discovered on agency source documents; scans reports containing the number of monthly records submitted by agencies and compares each month for trend variations; corrects erroneous records in the data base by use of special adjustment forms; compiles crime statistics reports congruent with agency procedures.
3. Reviews intelligence entries to ensure appropriate linking of images and data; monitors pending status of users to ensure documents approval for timely entry into the system; monitors gang library for duplicative gang names from LEADS gang member file import; checks quality of VITAL entries to validate new gang names; ensures that information entered by field personnel and local agencies conforms to intelligence collection criteria as described in federal intelligence guidelines 28CFR, part 23; trains users in system procedures, guidelines and regulations.

STATE POLICE CRIME INFORMATION EVALUATOR (Continued)

4. Compiles information; generates reports of new user activities for compliance purposes; assists in review of reports; prepares notices of noncompliance.
5. Receives formal instruction and on-the-job training in operating, monitoring and controlling the processing of information through a computerized information system; receives technical knowledge and skills in system operations and federal guidelines.
6. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of two years of college and two years of office experience in criminal justice, performing at the Office Associate or above.

Knowledges, Skills and Abilities

Requires working knowledge of composition, grammar, spelling, and punctuation.

May require working knowledge of computer software/systems related to networks, Windows and OS/2.

Requires extensive knowledge of manual and automated office equipment.

Requires extensive knowledge of Illinois Compiled Statutes, Criminal Code.

May require extensive knowledge of federal intelligence guidelines.

Requires knowledge of agency programs, rules and regulations.

Requires ability to instruct, guide and train others.

May requires ability to learn complex computer driver intelligence tracking system.

Requires ability to visually read a computer monitor.

Requires ability to retrieve information from computer software and develop compliance reports.

Requires ability to communicate effectively both in oral and written form.

Requires ability to gain and maintain harmonious work relationships with other state, local and federal agency employees.