

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



FCIC AGENCY COORDINATOR

JOB CODE: 30104	PAY GRADE: 13	PAY RANGE: \$43,691 - \$69,907
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GENERAL DESCRIPTION

Under the general direction of the Communications Division Commander or designee the FCIC Agency Coordinator (FAC) must be able to perform various administrative duties of a complex to highly complex nature; to include full knowledge and understanding of all NCIC/FCIC, DAVID and ELVIS database. The FAC is expected to exercise independent judgment and to make decisions regarding non-routine questions and work methods, referring more difficult and complex problems to the Division Commander. The position requires the ability to understand the processes for all mandated FBI/FDLE audits, as well as DAVID and ELVIS audits. This position requires advanced performance levels and knowledge of entering and maintaining information into databases, updating files, processing forms, researching, scheduling appointments, providing information to vendors and knowledge of the agency's policies and procedures. Work is reviewed through observation and results obtained.

Shift work determined by the area of assignment

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Serves as an agency's main point of contact (POC) both internally and externally in CJIS matters regarding FCIC/NCIC
- Ensures agency is in compliance with applicable state and national policies governing the use of FCIC, NCIC and Nlets systems
- Manages users in applications provided by FDLE (eAgent, nexTEST, CJIS Online, etc)
- Understands how to manage user accounts in all software the agency uses to access FCIC/NCIC (Falcon, eAgent, TriTech, DAVID, CJIS Online, etc)
- Keeps members up to date with new CJIS Training and memorandums
- Develops and maintains working relationship with internal and external partners
- Handles all Agency Audits: FDLE user, FDLE Technical and DAVID
- Maintains all mandates FDLE forms
- Serves as POC and/or Administrator for DAVID, nexTest, Falcon, CJIS Online Security Awareness Training, eAgent, ELVIS systems, and Medical Marijuana Use and Patient Registry accounts
- Assists as needed in role of PST for staffing
- Regular and reliable attendance is required as an essential function of the position

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- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education or licensed as a degree granting institution by the Commission for Independent Education
- Certification as a Public Safety Telecommunicator (PST) and three (3) years' experience as a PST
- Possess a current FCIC/NCIC Limited and Full Access Certification in the State of Florida OR must be able to successfully complete classroom instruction and pass the FCIC/NCIC Certification Examination within six (6) months of hire
- Knowledge of NCIC/FCIC, DAVID and ELVIS databases
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong attention to detail and excellent organizational skills required
- Knowledge of business English, spelling and arithmetic
- Knowledge of general office practices and procedures
- Knowledgeable of the agency's network and the FBI CJIS Security Policy
- Knowledgeable of other CNet applications/links accessible by their agency personnel
- Knowledge and understanding of the agency's policies and procedures on maintaining records in FCIC/NCIC and enforcing that policy; ensuring records are properly maintained and modified by the users (entering agencies)
- Ability to operate standard office equipment such as computer terminal, copy machine, and calculators
- Ability to maintain accurate records, logs, and files
- Ability to perform essential functions with frequent interruption and/or distraction
- Ability to prioritize assignments
- Ability to work independently and follow through on assignments with minimal direction
- Ability to take action when answers to a problem are not readily apparent
- Ability to communicate effectively across the various organizational boundaries at the agency on issues related to CJIS systems
- Time management skills and excellent interpersonal skills
- Verbal and written communication skills



- Accurate typing skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical workday to perform the essential functions and responsibilities. Members in this position may be required to:

- Visual acuity of 20/30 vision standard in each eye; if corrective lenses must be used to satisfy 20/30 vision standard, uncorrected vision should be no worse than 20/100 in each eye.
- Must pass hearing with less than or equal to 40 decibels in each ear under the frequencies: 500hz, 1,000hz and 2,000hz
- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Continuously lift up to 10 lbs.
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel and twist