

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	P410
FLSA:	N
WC:	8810
PG:	506
EEO:	5

CLASSIFICATION TITLE: GCIC COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve as Terminal Agency Coordinator for Georgia Crime Information Center (GCIC) network and the National Crime Information Center (NCIC) network.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Administers the Georgia Crime Information Computer (GCIC) and National Crime Information Computer (NCIC) systems used to retrieve/update criminal information and motor vehicle/license records; interacts and networks with various TAC officers to ensure city-wide regulatory compliance and proper flow of information and documentation.

Coordinates activities and conducts training for staff in use of GCIC/NCIC computer terminals; ensures valid certifications, adherence to GCIC/NCIC requirements, and integrity/security of data.

Ensures accuracy of warrants that are entered or removed from the GCIC and NCIC networks; prepares worksheets to facilitate data entry; and corrects records previously entered into system.

Enters data into, and obtains data from, the GCIC and NCIC networks, such as warrants, drivers license, and automobile tag information; enters stolen, or removes found, vehicles and weapons in system; enters information on missing or found persons; confirms warrants for other jurisdictions through NCIC and GCIC.

Maintains certification records and processes GCIC re-certifications.

Reviews and validates entries in GCIC/NCIC networks.

Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.

Provides clerical support for an assigned department/division; processes a variety of documentation associated with department/division operations within designated timeframes and per established procedures; types, prepares, proofreads, and/or completes various forms, reports, correspondence, schedules, lists, logs, narratives, background reports, or other documents.

Performs customer service functions in person, by telephone, mail or email; provides information or assistance regarding department/division services, activities, forms, procedures, fees, or other issues; receives and/or disseminates forms/documentation; responds to routine questions/complaints, researches problems, and initiates problem resolution.

Maintains file system of various files/records for the department/division: prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents

as directed; maintains department/program references such as vendor lists, codebooks, training manuals, standard operating procedures, and mailing lists; and maintains confidentiality of departmental documentation and issues.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.

Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer, printer, facsimile machine, copier, calculator, multi-line phone, paper shredder, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; previous experience in clerical support, customer service, or a related field preferred. One to two years of experience in GCIC and NCIC network operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain certification as a GCIC/NCIC Terminal Agency Coordinator with the State of Georgia.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties that are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.