



STATE OF IDAHO
invites applications for the position of:

Criminal Records Section Supervisor

SALARY: \$25.56 - \$39.15 Hourly
\$53,164.80 - \$81,432.00 Annually

DEPARTMENT: Idaho State Police

OPENING DATE: 05/12/21

CLOSING DATE: 05/25/21 11:59 PM

DESCRIPTION:



The Idaho State Police (ISP) has a current opening for a Criminal Records Section Supervisor in Meridian. This position will supervise the staff and activities of the Criminal History Records (CHR) Section of the Idaho State Police; perform related work.

PLEASE NOTE: The successful applicant will be required to complete a background investigation and polygraph examination. Please review the [ISP Drug Policy](#) and [ISP Grooming and Appearance Standards](#).

EXAMPLE OF DUTIES:

1. Administration.

Typical responsibilities: hires staff; assigns work, sets priorities, and evaluates performance; develops and implements operational policies and procedures; develops and conducts training; reviews and standardizes work procedures; designs forms; acts as records custodian; establishes policy on records retention, maintenance, and collection of sensitive criminal information; works with IT personnel to develop computer programs used to collect data; searches databases for information; responds to questions regarding procedures, policies, and services offered.

2. Program Supervision.

Typical responsibilities: serves as quality control point for databases involving criminal history, sex offenders, missing persons, handgun sales, and background checks; designs manual and computer filing systems; ensures uniformity of data; maintains contact with criminal justice agencies statewide to correct and update criminal records data from source documents, fingerprint cards, and disposition reports; advises other agencies on how to obtain confidential background information and on how to identify subjects using commercial, private, and governmental databases; provides reports to the FBI, Bureau of Justice Statistics, and others regarding system operations; serves as liaison with the FBI, local law enforcement agencies, district courts, Federal Firearms License holders, and the general public concerning various law enforcement related information; provides reports to management on CHR Section activities. Provides direct input with legal staff regarding case decisions and hearings.

MINIMUM QUALIFICATIONS:

Experience that demonstrates considerable knowledge of:

- manual and automated records management systems including performing case management review and analysis.

Experience:

- supervising and evaluating performance of others;
- conducting training;
- using personal computer for data management and statistical analyses;
- interpreting, applying, and explaining complex information such as laws, rules and regulations and policies or services related to program operations to ensure compliance with state and federal laws;
- auditing program effectiveness;
- providing technical assistance to staff; and
- establishing and maintaining confidential records information.

SUPPLEMENTAL INFORMATION:

Desirable qualifications which may provide extra credit:

- Three or more years' experience with ILETs

- Knowledge of the Missing Person File and Amber Alerts
- At least one year of experience using/comprehending criminal histories
- Three or more years' experience with the security of criminal justice information in a criminal justice and non-criminal justice environment
- Formal supervisory education/training

Please make sure your resume and personal information contained in your profile supports your answers to the questions.



jobs@isp.idaho.gov



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<https://isp.idaho.gov/hr/>



(208) 884-7018

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #05/21 08846 PCN 8071
 CRIMINAL RECORDS SECTION SUPERVISOR
 MG

304 North 8th Street
 Boise, ID 83720

idhr@dhr.idaho.gov

Criminal Records Section Supervisor Supplemental Questionnaire

- * 1. Criminal Records Section Supervisor Please indicate your experience that demonstrates considerable knowledge of manual and automated records management systems. This background is met by five or more years of work experience where you were responsible for designing manual and automated records management systems at a level which required a needs analysis. Education and/or training may substitute for some of the experience.
 - A. I do not have experience or education for this requirement.
 - B. I have five years of work experience where I was responsible for designing manual and automated records management systems at a level which required a needs analysis. Education and/or training may substitute for some of the required experience.
 - C. I have five or more years of work experience where I was responsible for designing manual and automated records management systems at a level which required a needs analysis. I also have additional experience in system design and accountability for managing record systems. Education and/or training may substitute for some of the required experience.
 - D. I have five or more years of work experience where I was responsible for designing manual and automated records management systems at a level which required a needs analysis. I also have additional experience in system design and accountability for managing record systems. My resume will include an in-depth explanation of my level of accountability for design and maintenance of larger systems. My experience also includes specific imaging and database design to include formatting of records systems. Education and/or training may substitute for some of the required experience.
- * 2. Criminal Records Section Supervisor Please indicate your experience supervising and evaluating others. This is gained through at least one year of experience supervising several subordinates involving hiring recommendations, work assignments and review, discipline, and completing performance evaluations.

- A. I do not have experience for this requirement.
- B. I have one year of experience supervising several subordinates involving hiring recommendations, work assignments and review, discipline, and completing performance evaluations.
- C. I have two years of experience supervising staff, including hiring and training staff, performance planning and evaluation, progressive discipline, and complaint resolution.
- D. I have three or more years of experience supervising staff, including hiring and training staff, performance planning and evaluation, progressive discipline, and complaint resolution.
- * 3. Criminal Records Section Supervisor I have experience developing and presenting formal group training. I have experience gained through developing and presenting a minimum of eight hours of formal group training using knowledge of adult learning theory, development of performance objectives, course design and evaluation methods, and presentation skills.
- Yes
- No
- * 4. Do you have at least (1) one year of work experience using a personal computer for data management and statistical analyses? Typically this is gained by approximately one year of professional/work experience using a personal computer to manage data and analyze statistical information.
- Yes
- No
- * 5. Criminal Records Section Supervisor Please indicate your experience interpreting and applying laws and regulations.
- A. I do not have experience for this requirement.
- B. I have one year of experience reviewing for compliance with laws and regulations OR, one year of experience explaining to others how laws and regulations apply to specific situations.
- C. I have one year of experience reviewing for compliance with laws and regulations OR, one year of experience explaining to others how laws and regulations apply to specific situations. I also have one additional year of experience working for a state or federal regulatory agency as a customer service/complaints representative, auditor, or within a similar type of position.
- D. I have one year of experience reviewing for compliance with laws and regulations OR, one year of experience explaining to others how laws and regulations apply to specific situations. I also have one additional year (total of two) of experience working for a state or federal regulatory agency as a customer service/complaints representative, auditor, or within a similar type of position. In addition, I have an additional year (total of three) of experience working specifically for a Law Enforcement Agency.
- * 6. Criminal Records Section Supervisor I have a minimum of two years work experience establishing and planning business unit or operational goals, and setting performance measurements. I was also responsible for evaluating effectiveness, identifying weaknesses, and developing action plans. Within this two years of work experience I monitored processes, assessed reasons for variance and evaluated an operation or program area. I completed significant work related to evaluating and recommending business unit, operational or program changes, and implemented an action plan.
- A. I do not have experience for this requirement.
- B. I have two years of experience as outlined in this question.
- C. I have three years of experience as outlined in this question.
- D. I have four or more years of experience as outlined in this question.
- * 7. Criminal Records Section Supervisor I have six months experience providing technical assistance to manual and automated records system users. I have experience explaining system processes and requirements to staff and how it might apply to their situations; speaking before groups explaining technical material; experience providing technical assistance to automated system users; preparing written responses to requests for explanation of technical information; preparing training material and coordinating training.
- A. I do not have experience for this requirement.
- B. I have six months of experience as outlined in this question.
- C. I have one year of experience as outlined in this question.
- D. I have two or more years of experience as outlined in this question.
- * 8. Criminal Records Section Supervisor I have established and maintained confidential records management system for at least one year.
- Yes
- No
- * 9. IDAHO STATE POLICE DRUG POLICY I certify that I have read, fully understand and comply with the ISP Drug Policy. To answer this question please click on the web site link listed in the job posting to review the ISP Drug Policy. I meet the standards described in the policy and I would like to be considered for employment by the Idaho State Police. I understand that I will be required to pass a background investigation and a polygraph examination prior to employment by the Idaho State Police. You must be in compliance with the Idaho State Police Drug Policy in order to be considered for employment with the Idaho State Police.
- Yes
- No
- * 10. Criminal Records Section Supervisor Extra Credit I have worked with or have knowledge of both the Missing Person File and Amber Alerts processes.
- Yes
- No
- * 11. Criminal Records Section Supervisor Extra Credit I have a minimum of three years of

work experience that includes duties related to ILETS.

Yes

No

- * 12. Criminal Records Section Supervisor Extra Credit I have at least one year of experience using/comprehending criminal histories as part of my assigned work duties.

Yes

No

- * 13. Criminal Records Section Supervisor Extra Credit I have gained good knowledge of supervisory practices by successful completion of college-level courses or seminars (20 hours or more) that included all the essential elements of management (planning, organizing, staffing, directing, and controlling.)

Yes

No

14. Criminal Records Section Supervisor Extra Credit I have a minimum of three years work experience with the security of criminal justice information in both a criminal justice and non-criminal justice environment.

Yes

No

- * Required Question