

**BERKELEY COUNTY GOVERNMENT**

**JOB OPENING – EXTERNAL POSTING**

**CRIMINAL JUSTICE INFORMATION SYSTEMS COMPLIANCE OFFICER (PS101359)**

**DEPARTMENT: SHERIFF'S OFFICE**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** The purpose of this position is to monitor the Criminal Justice Information Systems (CJIS) compliance for the Berkeley County Sheriff's Office. This position will assist with the procurement, installation, implementation, administration, operation, and maintenance of the Berkeley County Sheriff's Office computerized data and digital information systems at local and remote locations to assure compliance with the relevant CJIS standards. Acts as liaison between the Sheriff's Office and the County's Information Technology Department staff, consultants and service providers, local, state, and federal law enforcement agencies, on management information systems issues and coordination. Coordinates new technology installations, researches and advises senior staff on matters of information systems security and operation; performs related professional, supervisory, and technical work as required. Authors and monitors information systems policy and procedures, ensures compliance with current laws, regulations, and standards for quality and safety, and works within broad policy and organizational guidelines and does independent planning and implementation, reporting progress of major activities through periodic conferences and meetings. Work is performed in accordance with established departmental policies and procedures, local ordinances, state statutes, and federal laws. Employee is subject to hazards of investigative and general law enforcement work. Work under stressful, high-risk conditions. Act as liaison between the Sheriff's Office and the County's Information Technology Department staff, consultants and service providers, local, state, and federal law enforcement agencies, on management information systems issues and coordination. Ensure the proper maintenance of system hardware, software and related components by coordinating these tasks with the Information Technology Department staff. Configure, upgrade, administer, monitor, and maintain all databases and third-party applications that contain CJIS material. Manage, maintain, and administer law enforcement records, mobile data, and field reporting applications that contain CJIS data. Manage and oversee all new and ongoing projects pertaining to the Sheriff's Office information technology department; evaluates overall hardware/software needs of the department; assist in evaluating efficiency and effectiveness of computer systems, software programs, department procedures, or other activities; recommend and/or implement improvements as needed. Assist the Sheriff's office with preparing budgets pertaining to Information Technology; obtain quotes for technology equipment and software. Provide technical support, training, information and assistance to system/network users; oversees help desk operation; troubleshoots and resolves problems. Develop policies and procedures related to the implementation and operation of Sheriff's Office information technology systems to assure CJIS compliance. Research new technologies for implementation within the department; researches specialized programs within information technology systems. Ensure development and implementation of backup routines for recovery of data in the event of hardware failure, data loss, or disaster; develops data disaster recovery plans for Sheriff's Office business operation recovery in the event of disaster. Enact appropriate procedures to ensure proper security to protect Sheriff's Office networks, servers, and data from internal or external hackers, viruses, and data corruption. Attend meetings, training, seminars and conferences as necessary. Conduct research to stay abreast of laws, regulations, trends and resources in management information systems. Monitor and manage network administration (including Group Policy/Active Directory); assign and manage security for users; manages client access for applications. Perform general administrative/clerical work as required, including but not limited to preparing reports and correspondence, entering and retrieving computer data, reviewing mail and literature, copying and filing documents, backing up data, processing mail. Manage and maintain an inventory of all Sheriff's Office technology assets (including but not limited to servers, computers, printers, and Mobile Data Terminals). Set up, maintain, and troubleshoot Sheriff's Office hand-held devices (including smart phones and tablets). Maintain and administer Sheriff's Office website. Maintain operating procedures. Work with public to explain laws and procedures. Provide leadership and coordination in emergency or high-risk situations. Perform general law enforcement duties, including apprehending and arresting criminal suspects and law violators, responding to public calls for assistance, completing required records, etc. Works an on-call 24-hour basis, is subject to deployment into the field during emergency incidents or crises. Operate and maintain County vehicle and two-way radio. Performs other duties as assigned.

**QUALIFICATIONS:**

Bachelor's Degree in Criminal Science or closely related field with six (6) years' experience in L.E.-1 law enforcement work; two (2) years of which as a Sergeant; or an equivalent combination of education and experience required.

***S.C. Criminal Justice Academy LE-1 certification required.***

Personal computer experience preferred.

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

Must be able to pass CJIS Inquiry class and test.

Knowledge of pertinent Federal, State laws and County ordinances.

Extensive knowledge of court practices and procedures as related to the Sheriff's Office.

Must be certified in the use and maintenance of a firearm.

Must have the ability to understand and carry out oral and written instructions.

Ability to act quickly and efficiently in an emergency.

Ability to understand and carry out oral and written instructions.

Ability to render accurate oral or written reports of incidents and violations of the law.

Ability to express oneself clearly in writing and orally.

Maintain required level of proficiency in the use of firearms and evasive action/driving skills, and maintains weapons and equipment in functional and presentable condition.

Applicants will undergo an extensive background check and a pre-employment polygraph test with an interview for selected applicants to follow.

Post offer drug testing, psychological exam, pre-placement physical and a functional evaluation capacity test will be required.

Completed degree(s) beneficial to the position may be partially considered as work experience.

#### **PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit, walk, and stand and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must be able to kneel and bend at the waist. The employee must be able to use hands and fingers to handle objects such as weapons, handcuffs, etc. The employee is required to walk, talk and hear. The employee must be able to lift and carry up to seventy-five (75) pounds and move one hundred fifty (150) pounds. The employee must have the ability to restrain prisoners. The employee may be required to run in order to apprehend a person. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Position is subject to the hazards of investigatory and general law enforcement work.

#### **SAFETY INFORMATION/DUTIES:**

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug and alcohol testing. Attends all required safety training, follows safety policies and procedures, and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

#### **HOURS OF WORK/MISCELLANEOUS INFORMATION:**

**This position is exempt and reports directly to the Chief Deputy.** Thirty-seven and one half (37.5) hours per week. Standard operating hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**CRIMINAL JUSTICE INFORMATION SYSTEMS COMPLIANCE OFFICER – C39**  
**Entry Level Bi-Weekly Pay Range: \$2,500.00**

**Date of Posting: 08/15/2016**  
**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**ALL EMPLOYEES OF BERKELEY COUNTY GOVERNMENT ARE EMPLOYED ON AN AT-WILL BASIS WHICH MEANS THAT THE EMPLOYEE MAY DISCONTINUE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT BERKELEY COUNTY GOVERNMENT MAY DISCONTINUE THE EMPLOYMENT RELATIONSHIP ON THE SAME GROUNDS.**

**APPLICANTS MAY RE-APPLY FOR EMPLOYMENT AFTER ONE (1) YEAR IF NOT SELECTED.**

**APPLICATIONS WILL NOT BE ACCEPTED ONCE THE POSTING IS CLOSED.**