

**ATTORNEY GENERAL**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**  
TERMINAL AGENCY COORDINATOR

**SERIES NO.:**  
5242

**MAJOR AGENCIES:**  
ATTORNEY GENERAL

**EFFECTIVE DATE**  
10/19/2000

**SERIES PURPOSE**

THE PURPOSE OF THE TERMINAL AGENCY COORDINATOR (TAC) IS TO ENSURE THE PROPER ACCESS AND USE OF THE LAW ENFORCEMENT AUTOMATED DATA SYSTEM (LEADS) & COMPUTERIZED CRIMINAL HISTORY (CCH) RECORDS IN ORDER TO ASSIST LAW ENFORCEMENT OFFICIALS, PERFORM SPECIALIZED CCH PASSWORD TASKS, GENERATE AND REVIEW AUDIT PRINTOUTS OF LEADS & CCH ACTIVITIES, TRAIN & CERTIFY LEADS TERMINAL OPERATORS, & MAINTAIN RECORDS OF LEADS CERTIFIED OPERATORS.

**CLASS TITLE**

TERMINAL AGENCY COORDINATOR

**CLASS NUMBER:**

52421

**EFFECTIVE DATE**

10/19/2000

**CLASS CONCEPT:**

THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER GENERAL SUPERVISION & REQUIRES CONSIDERABLE KNOWLEDGE OF CRIMINAL JUSTICE METHODS, PROCEDURES & PROGRAMS; NATIONAL CRIME INFORMATION CENTER (NCIC), NATIONAL LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (NLETS), LAW ENFORCEMENT AUTOMATED DATA SYSTEM (LEADS) & COMPUTERIZED CRIMINAL HISTORY (CCH) RULES, REGULATIONS & GUIDELINES IN ORDER TO PERFORM SPECIALIZED CCH PASSWORD TASKS & ACCESS LEADS & CCH OPERATOR RECORDS TO ASSIST LAW ENFORCEMENT OFFICIALS.

<b>CLASS TITLE</b> TERMINAL AGENCY COORDINATOR	<b>CLASS NUMBER:</b> 52421	<b>BARGAINING UNIT:</b> 48
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**EFFECTIVE DATE**

10/19/2000

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)**

PERFORMS SPECIALIZED COMPUTERIZED CRIMINAL HISTORY (CCH) PASSWORD TASKS; ACCESSES THE LAW ENFORCEMENT AUTOMATED DATA SYSTEM (LEADS) & CCH OPERATOR RECORDS TO ASSIST LAW ENFORCEMENT OFFICIALS; UPDATES AND MODIFIES LEADS & CCH OPERATOR SCREENS FOR ACCESS TO LEADS, CCH AND THE NATIONAL CRIME INFORMATION CENTER (NCIC) DATABASES; GENERATES & REVIEWS AUDIT PRINTOUTS OF LEADS & CCH ACTIVITY FOR THE BUREAU OF CRIMINAL IDENTIFICATION & INVESTIGATION (BCI&I) & OTHER AGENCIES' TERMINAL AGENCY COORDINATORS (TAC).

TRAINS LEADS TERMINAL OPERATORS & OTHER AFFECTED PERSONNEL AS TO THE OPERATIONAL CAPABILITIES OF THE LEADS, ADMINISTRATIVE RULES, & AUTHORIZED USE/DISSEMINATION, TESTS & REAFFIRMS PROFICIENCY OF TERMINAL OPERATORS; MAINTAINS RECORDS OF AGENCY LEADS CERTIFIED OPERATORS, & NOTIFIES LEADS OF ANY CHANGES.

CONDUCTS PRESENTATIONS OF LEADS & CCH CURRICULUM, RULES & PROCEDURES TO LAW ENFORCEMENT OFFICIALS.

PARTICIPATES/ATTENDS ANY LEADS AUDIT OF BCI&I.

**MAJOR WORKER CHARACTERISTICS:**

KNOWLEDGE OF CRIMINAL JUSTICE METHODS, PROCEDURES & PROGRAMS; NATIONAL CRIME INFORMATION CENTER (NCIC), NATIONAL LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (NLETS), LEADS & CCH RULES, REGULATIONS & GUIDELINES\*; GENERAL MAINTENANCE OF EQUIPMENT\*; ABILITY TO DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS & DRAW VALID CONCLUSIONS; GATHER, COLLECT & CLASSIFY INFORMATION ABOUT DATA, PEOPLE OR THINGS; READ & RECORD FIGURES ACCURATELY; COPY RECORDS PRECISELY WITHOUT ERROR; WORK ALONE ON MOST TASKS; PLAN & IMPLEMENT TRAINING PROGRAMS; PREPARE & DELIVER PRESENTATIONS BEFORE SPECIALIZED AUDIENCES.

(\*) DEVELOPED AFTER EMPLOYMENT.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 CONSECUTIVE YEARS OF ACTIVE LEADS CERTIFICATION WITHIN BCI&J WORKING WITH COMPUTERIZED CRIMINAL HISTORY DATA; FORMAL EDUCATION IN ARITHMETIC THAT INCLUDES ADDITION, SUBTRACTION, MULTIPLICATION & DIVISION & READING, WRITING & SPEAKING COMMON ENGLISH VOCABULARY.

-OR 4 CONSECUTIVE YEARS OF ACTIVE LEADS CERTIFICATION WITHIN A LAW ENFORCEMENT AGENCY WORKING WITH COMPUTERIZED CRIMINAL HISTORY DATA, FORMAL EDUCATION IN ARITHMETIC THAT INCLUDES ADDITION, SUBTRACTION, MULTIPLICATION & DIVISION & READING, WRITING & SPEAKING COMMON ENGLISH VOCABULARY.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

NOT APPLICABLE.

**UNUSUAL WORKING CONDITIONS:**

NOT APPLICABLE.