

STONE COUNTY SHERIFF'S OFFICE
CRIMINAL DATA TECHNICIAN

Working Hours:

This is a full-time position. Must be available for work on weekends. Shifts needs are 3pm -11pm and 11pm-7am.

Description of Duties Performed:

- Enter into MULES all warrants from the Circuit Court and Municipalities, and any stolen property that has values and serial numbers.
- Run Criminal Histories in MULES for all warrants that need to be entered and fax felony warrants to Out of State agencies.
- Run Criminal Histories in MULES for emergency child placements for DFS.
- Answer all Hit Confirmations in a 10-minute time frame for warrants issued from the Circuit Court and the Municipalities. Confirm with agency that warrant is active, court date, extradition, and bond.
- Answer all Probation & Parole hits on any subject ran through MULES.
- Enter missing and runaway persons, stolen vehicles, stolen articles, and stolen guns into MULES.
- Validate all MULES entries this includes warrants. On all warrants the Criminal History must run again, Driver's License updated, and sent to the court for validating.
- When subject is arrested outside of our jurisdiction place a detainer and ask that subject be held until ready for transport. Notify the jail when the subject is ready for pick up.
- Clear warrants out of MULES after subject has been arrested and is in the Stone County Jail, bonds out, or the court recalls the warrant.
- Check for warrants on every subject being released from the Stone County Jail per Jake's Law. Send an YQ to another agency if the subject being released has a warrant.
- Send teletype messages to other agencies advising disposition of inmates held in the jail and when the subject is ready for transport.
- Do warrant checks on all visitors entering the Stone County Jail for visitation of inmate.
- Run articles, guns, etc. for Deputies that are on calls to see if they are entered at stolen in MULES or NCIC if Central Dispatch is busy.

- Enter Ex Parte orders, Full Orders of Protection and Child Protection Orders into MULES issued from the Court and relay to Deputy for immediate service.
- Register all Sex Offenders and all necessary paperwork associated with registration. Make sure the Jail takes the DNA, fingerprints, and photo of all Sex Offenders new to Stone County. Run a new Criminal History and take a new photo of the Sex Offenders on their Birthday.
- Accept all applications for both new and renewal CCW's. Collect money, run the appropriate MULES transactions, and send to the jail for fingerprints.
- Enter reports that the Deputies turn in from all the incident calls they dispatched to during their shift. Check MULES for added information and identifiers on victims and suspects. Also enter all "supplemental" reports taken by Deputies.
- Make sure that all 24-hour hold reports reach the Prosecuting Attorney over the weekend, petitioning the Court/Judge for a warrant on the subject.
- Should a juvenile be brought in (runaway, deputy assist DFS, etc.) Dispatch personnel is to observe and to help meet all needs of the juvenile until the juvenile has been released or picked up by the Juvenile Officer or parents. Log juvenile information and have the transporting Officer sign off.
- Security Control: Verify everyone wanting in or out of ALL locked doors. Monitor cameras located throughout the Sheriff's Office and monitor incoming and outgoing vehicles at the garage doors.
- Assist public walk-ins to the Sheriff's Office. Answer questions, take messages, give complaint forms, and call a Deputy to take the walk-in reports.
- Answer phones and a large variety of questions.
- File all MULES entries, Sex Offender files, and CCW applicants.
- Dispatch personnel cannot leave for any reason unless Dispatch is covered.

Knowledge, Skills, and Abilities:

- Read and follow instructions
- Able to work with the general public, citizens, co-workers, and others by speaking with (in person or via phone) and written communication
- Always know and understand all safety procedures of the department
- Must have acceptable attendance record
- Flexibility
- Problem solving/analysis
- Able to perform all tasks listed above daily
- Able to work in a loud and busy environment, as well as a quiet environment

Minimum Experience and Education Required:

- High School Diploma or GED equivalent
- One year of administrative experience

Necessary Requirements:

Must become M.U.L.E.S. certified

Must obtain M.U.L.E.S recertification every two years

Must become specialized in NIBRS

Physical Demands:

This is a sedentary role; however, there can be a lot of standing up and down, reaching, twisting, and bending. This would require the ability to lift files, stretch, twist, open filing cabinets and bend or stand, as necessary.

Travel:

Minimal travel is expected for this position.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

