



Office of Human Resources  
National Crime Information Center Agent (NCIC) - CN2566  
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### General Statement of Duties

Performs a wide variety of support and technical duties including assisting law enforcement personnel apprehend and identify individuals wanted for criminal activities and processes, screens, and enters various law enforcement reports and information into federal, state, and local computer systems.

### Distinguishing Characteristics

The NCIC Agent performs a wide variety of support and technical duties. The NCIC Agent is distinguished from a 911 Operator that performs telephone public contact work receiving emergency calls to the police department, the fire department, emergency medical services, and/or other similar emergency services and performs data retrieval work operating computer terminals. The NCIC Agent is distinguished from the Police Dispatcher that performs dispatch work operating and monitoring communications equipment in response to police emergencies.

#### National Crime Information Center Definition:

The National Crime Information Center is a computerized index of criminal justice information. The NCIC is available to federal, state, local law enforcement departments/agencies, and other criminal justice agencies and is operational 24 hours a day, 365 days a year. The NCIC system provides a computerized database for ready access by criminal justice agencies to made inquiries and for prompt disclosure of information in the system from other criminal justice agencies about crimes and criminals. This information assists authorized agencies with criminal justice objectives such as apprehending fugitives, locating missing person, locating and returning stolen property, and in the protection of law enforcement officers encountering the individuals described in the system. All records in NCIC are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. These safeguards include restricting access to those with a need to know to perform official duties.

### Level of Supervision Exercised

None

### Essential Duties

Interprets and performs complex classification and coding of police reports based on both national standards and internal requirements, enters, modifies, and cancels data in databases with a high degree of accuracy, and retrieves, interprets, and disseminates information to appropriate law enforcement personnel and/or departments/agencies.

Interacts with police officers to provide information and verify the identity of an individual(s) being detained and/or investigated and determines if the individual(s) has a current warrant(s) for her/his arrest or clears the individual(s).

Receives warrants from law enforcement personnel for entry into NCIC/CCIC computer systems. This includes entering the warrant as well as determining expiration dates for various offenses, checking databases for other warrants, and collecting information from various databases such as motor vehicle records, arrest records, rap sheets, personal identifiers, and other information sources. Ensures all entered information is accurate and validated.

Communicates with and provides information to other law enforcement agencies regarding the status of stolen vehicles, missing persons, and/or other police matters and receives messages from other law enforcement agencies requesting assistance such as notifying family members of an out of state death or information indicating that an individual is ready for extradition. These requests are forwarded to the appropriate personnel/units for resolution.

Receives stolen vehicle reports, enters information into computer systems, modifies and/or removes information if vehicle is recovered, and notifies owners and/or other law enforcement agencies.

Conducts background investigations on all inmates preparing for release, work crew outings, community corrections, work release, probation, electronic monitoring, pre-employment, letters of police clearances, and other matters.

Maintains NCIC/CCIC system and warrant files and prepares reports. By position, trains new employees.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Decision Making – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Manages and Organizes Information – Identifies a need, gathers, organizes, and maintains information, determines its importance and accuracy, and communicates it by a variety of methods.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

## Knowledge & Skills

Knowledge of federal, state, and local laws, guidelines, and manuals and a thorough understanding of police data systems and unit priorities.

Knowledge of a variety of technical and complex procedures and laws and functions with a high consequence of error for inadequate performance or inappropriate judgment.

Knowledge of the principles of confidentiality.

**Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

Three (3) years of clerical experience that includes one year of experience in a court or criminal justice setting.

**Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

Must pass an initial pre-security clearance screening and maintain CBI (Colorado Bureau of Investigation) certification as a condition of employment. Must take and pass an online test every two years to maintain certification.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Subject to interruptions due to multiple calls and inquiries.

Subject to varying and unpredictable situations.

Subject to many interruptions.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: Remaining in the normal seated position.

Reaching: Extending the hand(s) and arm(s) in any direction.

Handling: Seizing, holding, grasping, or otherwise working with hands. Fingering: Picking, pinching, or otherwise working with fingers.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Talking: Expressing or exchanging ideas by means of spoken words. Hearing: Perceiving the nature of sounds by the ear.

Repetitive Motions: Making frequent movements with a part of the body. Eye/Hand/Foot Coordination: Performing work through the use of two or more.

Near Acuity: Ability to see clearly at 20 inches or less.

Depth Perception: Ability to judge distance and space relationships. Field of Vision: Ability to see peripherally.

Accommodation: Ability to adjust vision to bring objects into focus. Color Vision: Ability to distinguish and identify different colors.

**Background Check Requirement**

Criminal Check

Employment Verification

Licenses/Certification

**Assessment Requirement**

Alphanumeric Data Entry, Forms Checking

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: N-615**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**