

WEAPONS TERMINAL INSTRUCTOR/AUDITOR

Nature of Work: Under general supervision, performs at the full-performance level by training, functionally testing and affirming the proficiency of the terminal equipment operators in the Division of Public Safety. Provides basic training to all sworn law enforcement personnel to ensure effective use of the West Virginia Automated Police Network System (WEAPONS). Provides training on system use to criminal justice practitioners. Provide peer level training on system use, regulations, policy, audits, sanctions, and related civil liability for criminal justice administrators. Annually reviews all curricula for relevancy and effectiveness. Biennially audits every terminal agency (federal, State, county, and city) to ensure compliance with State and federal policy and regulations. Performs related duties as required.

Examples of Work

- Designs and develops lesson plans, training manuals, and certification exams and revises as required.
- Schedules and conducts training.
- Schedules and grades exams.
- Maintains current list of WEAPONS terminal operators, completed exams, and certification dates.
- Maintains training material resources.
- Updates operation manuals as required.
- Designs, develops, and revises audit workbook as required.
- Prepares materials for audits (i.e., messages, logs, validations listings, etc.)
- Schedules and conducts terminal agency audits.
- Compiles audit findings and prepares audit report.
- Maintains files on materials utilized for agency audits along with the final audit report.
- Assists field terminal operators with system operational problems.
- May perform the duties of a Terminal/Computer Operator as required.

Knowledge, Skills and Abilities

- Knowledge of regulations, policies, procedures and federal requirements of WEAPONS.
- Knowledge of curriculum development methods and techniques.
- Skilled in terminal/computer operations.
- Ability to communicate effectively both orally and in writing.
- Ability to conduct informational audits.

Minimum Qualifications

Training: Graduation from a standard high school or the equivalent.

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WEAPONS TERMINAL INSTRUCTOR/AUDITOR (CONT'D)

Minimum Qualifications (cont'd)

Experience: Two years of full-time or equivalent part-time paid experience as a certified WEAPON terminal operator.

Special Requirement: Must maintain a current certification as a WEAPON terminal operator (recertification every two years).

Established: 8/19/93
Effective: 4/1/94