

CIB TERMINAL OPERATOR

Nature of Work: Under general supervision, performs full-performance level work in operating a teletype terminal receiving, responding and answering inquiries on criminal history, drivers' history, and vehicle/gun registrations in the Department of Public Safety. Work is performed in accordance with established rules and procedures and requires strict confidentiality. Performs related work as required.

Examples of Work

Operates teletype machine; receives and sends messages; determines authority and degree of access of persons requesting information.
Reviews messages for compliance with state regulations.
Locates records and folders using alpha and numeric card and filing system.
Enters and cancels wanted persons information via teletype.
Sends administrative messages to different agencies.
Maintains various logs.

Knowledge, Skills and Abilities

Knowledge of the practices and procedures of police communications via teletype.
Knowledge of office procedures and practices.
Skill in the operation of teletype machine.
Ability to act quickly and calmly in emergency situations.
Ability to establish and maintain effective working relationships with co-workers and the public.

Minimum Qualifications

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

Experience: Two years of full-time or equivalent part-time paid experience in routine office work including typing.

Substitution: College hours, related business school, or vocational training may be substituted through an established formula for the required experience.

Special Requirement: Must pass WEAPON/NCIC certification class and be certified Terminal Agency Coordinator NCIC every two years.

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