

EMPLOYMENT OPPORTUNITY

CITY OF PINE LAKE, GEORGIA
425 ALLGOOD ROAD
PINE LAKE, GEORGIA 30083

The City of Pine Lake, Georgia is accepting employment applications for the position of Terminal Agency Coordinator (TAC). The Terminal Agency Coordinator (TAC) is the official liaison between GCIC (Georgia Criminal Information Center) and the Pine Lake Police Department for matters relating to the CJIS (Criminal Justice Information System) Network. The TAC is responsible for administrative and supervisory work. That involves the oversight of the CJIS operations for the agency and administering CJIS and Security Awareness Training to agency personnel. The position is part-time, averaging approximately 16 (sixteen) hours per week, with a requirement for the on-site performance of duties. Hours are flexible and may include after business hours and weekend assignments.

The work is performed under the supervision of the Chief of Police and/or a designated Senior Officer.

TO APPLY:

Interested parties are to submit resume and application to City Manager ChaQuias Miller -Thornton via email at chaquiasmthornton@pinelakega.net or in-person delivery to Pine Lake City Hall, c/o City Administration, 425 Allgood Road, Stone Mountain, GA 30083. Applications are accepted until the position is filled.

Application can be found at: <https://www.pinelakega.net/>
City Government>Employment Opportunities

SEE NEXT PAGE FOR FULL JOB DESCRIPTION

JOB DESCRIPTION

POSITION: TAC (Terminal Agency Coordinator - PT)
DEPARTMENT: Public Safety
REPORTS TO: Chief of Police
STARTING SALARY: \$16.00/hour
JOB STATUS: Open – accepting resumes/applications until filled.

09/20/2022

POSITION SUMMARY

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MAJOR DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for running all criminal histories of the department.
- Serves as the point of contact for validations on all GCIC/NCIC network-related matters;
- Completes all special tasks as assigned;
- Maintains an updated listing of agency personnel with CJIS access;
- Maintains an updated list of vendor(s) personnel with CJIS access;
- Maintains an updated list of agency ORI's and terminals with CJIS network access;
- Maintains fingerprint records and privacy consent forms for all agency personnel;

- Maintains an updated list of operator names, user ids, and training dates;
- Complete the CNO Certification training form for the CJIS audit;
- Administer Security Awareness Training for all staff;
- Audits entries made to the CJIS system;
- Ensures compliance with inputting GCIC results with dispositions;
- Validates the accuracy of drivers and criminal history checks;
- Establish and have written required GCIC policies and procedures established and have documents available for audits;
- Ensure operators responsible for IDT confirmation(s) have immediate access to documentation supporting active GCIC files;
- Verifies compliance with guidelines set by GCIC/NCIC with bi-annual audits of GCIC;
- Ensure all GCIC/CTIS agreements are up to date and accurate;
- Access the GBI / GCIC website weekly to check for updates;
- CJIS Network audit preparation and completion;
- Notifying GCJC of agency changes;
- Assisting the agency and agency head in complying with GCIC, NCIC and *NLETS* policies, rules, and regulations;

QUALIFICATIONS

Education and Experience

High school education or equivalent;

At least two years of experience as a GCIC terminal operator;
Any combination of education, training, and experience that provides the required knowledge and skills is may be considered.

Certificates, Licenses, and Registrations

Current State certification as a TAC Officer and GCIC Operator; or able to obtain within 30 - 60 days of appointment.

Valid State of Georgia driver's license and satisfactory motor vehicle record (MVR).

Knowledge, Skills, and Abilities

- Good knowledge of computers and related software applications;
- Good knowledge of telecommunications equipment;
- Good knowledge of record keeping and filing techniques;
- Good knowledge of GCIC/NCIC certification requirements and training methods;
- Knowledge of general law enforcement practices;
- Knowledge of departmental operations and functions;
- Knowledge of public safety rules, regulations, terminology, and methods of operation;
- Skill in using records management program;
- Skill in operating a personal computer;
- Skill in operating a GCIC/NCIC terminal;
- Ability to deal courteously and diplomatically with the public;
- Ability to type proficiently and accurately and ability to produce legibly handwritten material;
- Ability to establish and maintain effective working relationships with City and County employees and the general public;
- Ability to communicate clearly and effectively with others, both orally and in writing;
- Skill in using tact, discretion, initiative, and independent judgment within established guidelines; and
- Ability to analyze and resolve office administrative situations and problems.

The City of Pine Lake is an at-will, equal opportunity employer.

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