



OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL

VACANCY ANNOUNCEMENT

UNCLASSIFIED POSITION

Opening Date: July 7, 2015

Closing Date: July 21, 2015

Job Family / Code: HIDTA Deconfliction System Operator (*Grant Position*)
Position Numbers: 47700021
Announcement Number: 15-13
Salary : \$2,637.97
Number of Vacancies: 1
Work Locations: OBN Headquarters, OKC
Division: Human Trafficking Program

Application Filing Procedures **Application Filing Procedures:** Please submit to OBN Human Resources:

- Cover letter identifying title of the position, announcement number and daytime contact information including email address
- Resume

Requirements: Non-OBN applicant(s) must pass a background investigation, polygraph examination and a drug screen. A selected *classified* applicant must sign a letter of understanding that they are resigning the classified service to accept the position in the unclassified service.

Knowledge, Skills, and Abilities: required at this level ability to understand communication policies and of office procedures; and of spelling, punctuation and grammar. Ability to express ideas clearly and concisely, both orally and in writing; to operate computer and database equipment; to maintain effective working relationships with others; to maintain operating efficiency under emergency and stressful conditions; to follow complex written instructions; and to type accurately from plain copy at the rate of twenty-five words per minute.

Education and Experience: Requirements at this level consist of a High School Diploma and experience with computer software such as Microsoft Word, Excel and Outlook. Prior experience as a dispatcher or other experience in law enforcement preferred.

Major Work Duties:

The essential functions in this job family will vary but will include the following:

- Answers incoming calls from law enforcement, takes deconfliction information, inputs deconfliction information into the deconfliction database, and relays conflicts to law enforcement. Appropriate communication and customer service skills are crucial in dealing with a variety of law enforcement officers and agencies, including timely dissemination of conflict information to appropriate law enforcement agencies, yet maintaining the security of database information.
- Maintains the deconfliction system in proper function, tracks appropriate data and continually updates resolved conflicts by clearing them in the deconfliction system.
- Ability to manipulate Word, Access, and Excel databases. Knowledge of deconfliction database procedures to include both Event and Case/Subject deconfliction databases is desirable.
- Acts as liaison between the OBNDD/HIDTA Deconfliction system administration and law enforcement.
- Acts as liaison between OBNDD/HIDTA Deconfliction system administration and OBNDD Communications Specialists who are also inputting deconfliction data.
- Maintains written records and logs of shift activities.
- Work hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding State Holidays.
- Assist in the preparation of the monthly HIDTA report, due by the 5th of each month to the Chief and/or AIC of the division.
- Other duties as directed, including, but not limited to, support of other HIDTA projects and initiatives as directed by supervisory staff.

Application materials must be received by 5 p.m. on the closing date. Send to: cnolen@obn.state.ok.us • 419 N.E. 38th Terrace • Oklahoma City, OK 73105 • Phones: 405-521-2885/ 405-530-3145 • Fax: 405-530-3845

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