

## **CRIME REPORTING FIELD REPRESENTATIVE**

### **Basic Purpose:**

Positions in this job family are assigned responsibilities related to providing training and assistance to law enforcement agencies and officials in the proper reporting of criminal arrests and activity and the maintenance of required records.

### **Typical Functions:**

The functions in this job family will vary by level, but may include the following:

- Conducts individual and group classroom training of law enforcement personnel in the requirements of crime information reporting procedures and techniques such as fingerprinting, UCR summary report preparation and NIBRS program reporting; and; schedules facilities and notifies attendees.
- Assists law enforcement agencies in developing, implementing and managing manual and automated crime incident record keeping systems.
- Performs audits of criminal arrest dispositions and reporting systems of local and county law enforcement agencies to ensure compliance with state law; makes recommendations and offers assistance as needed.
- Serves as liaison to law enforcement agencies, providing guidance, oversight and assistance relating to collecting and reporting of criminal arrests and dispositions.
- Performs administrative reviews of reports to verify completeness and accuracy of information submitted; coordinates the correction of errors with the submitting agency.

### **LEVEL DESCRIPTORS:**

The Crime Reporting Field Representative job family consists of three levels which are distinguished by the type and complexity of work, and the responsibility assigned for the supervision of others.

#### **Level I:**

**Code: G13A**

**Salary Band: H**

This is the basic level of this job family where incumbents perform entry-level work in a training capacity to build their skills in providing assistance to law enforcement agencies in meeting crime reporting requirements.

**Knowledge, Skills and Abilities** required at this level include knowledge of record-keeping and report-writing methods and procedures; of business English and office practices; of statistical research methods and electronic data processing; of law enforcement operations, methods and procedures; of operations of local government; and of manual and automated record-keeping systems. Ability to establish and maintain effective working relationships with others; and to express ideas clearly and concisely, both orally and in writing.

**Education and Experience** requirements at this level consist of a bachelor's degree; or an equivalent combination of education and experience, substituting one year of experience in crime reporting, in the field of law enforcement or public relations for each year of the required education.

**Level II:**

**Code: G13B**

**Salary Band: I**

This is the career level of this job family where incumbents perform a full range of work activities in coordinating the reporting of crime through major criminal justice information systems and providing training and assistance to law enforcement agencies and officials.

**Knowledge, Skills and Abilities** required at this level include those identified in Level I plus demonstrated ability to provide training and assistance to law enforcement agencies in reporting required data.

**Education and Experience** requirements at this level consist of those identified in Level I and two years of crime reporting experience with a law enforcement agency.

**Level III:**

**Code: G13C**

**Salary Band: K**

This is the leadership level where incumbents are responsible for supervising field staff to include training, corrective discipline, evaluating performance, and approving leave. Incumbents at this level will also be responsible for developing and updating training manuals and materials utilized in training law enforcement agencies. Incumbent employees will also be responsible for compiling, creating and publishing an annual statistical report of criminal activity in Oklahoma.

**Knowledge, Skills and Abilities** required at this level include those identified in Level II plus knowledge of principles of supervision. Ability to supervise the work of others.

**Education and Experience** requirements at this level consist of those identified in Level II plus one additional year of qualifying experience in crime reporting.

**SPECIAL REQUIREMENTS:**

Applicants must be willing and able to fulfill all job related travel normally associated with this position and complete all training requirements as prescribed by the appointing authority.