

Job Class Code: 7376	FLSA Status: Non-exempt
Pay Code: Salary (Annual)	EEO Category:

GENERAL DESCRIPTION

The purpose of the job classification (class) is to supervise or lead assigned staff, and maintain the department's Virginia Criminal Information Network (VCIN) and National Crime Information Center (NCIC) computer and filing systems. The job class is responsible for staff supervision, leading and training staff, resolving problems, entering and verifying data, and ensuring all certifications are maintained. The job class works within a general outline of work to be performed and work is performed under general supervision.

TYPICAL TASKS

<ul style="list-style-type: none"> • Supervises or leads subordinate personnel, including training, scheduling, assigning and evaluating work. • Maintains VCIN/NCIC file system and assists with cross checking VCIN entries for accuracy. • Enters data into the Virginia Criminal Information Network (VCIN). • Assists with ensuring that all staff certifications are maintained and re-certifications are scheduled accordingly. • Trains department personnel and outside agencies in VCIN use and operations. • Identifies, troubleshoots, and resolves VCIN issues. • May travel to off-site locations/precincts to perform VCIN related inspections. • Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers organizes, analyzes, examines or evaluates data or information and may prescribe action based on this data or information.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promotion efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public, people in other organizations, and presents training; composes original reports, training and other written materials, uses proper language, punctuation, grammar, and style.
Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressures.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires an "A" level VCIN operator certification. Must be a United States citizen or a lawful resident for the past 10 consecutive years. Requires a valid driver's license and a

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Class Title: VCIN Office Systems Specialist
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	driving record that is in compliance with City Driving Standards.
Special Requirement	This job classification provides service to the community on an 18-hour basis during various hours of the day and night. In order to accommodate this 18-hour service, this job class is required to work on rotating schedules, which includes working weekends and holidays, and may involve work in excess of regularly scheduled hours (overtime) when required by operational necessity.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.

Revised 9.24/18