



EMPLOYEE NAME: _____

Revised: 5/96, 2/97, 1/01, 2/02, 2/02, 2/04,1/08, 2/11, 10/12, 6/15; 6/18;5/23

JOB DESCRIPTION

POSITION TITLE: Terminal Agency Coordinator (TAC) and Records, CCSD Police Department	JOB CODE: 474H
DIVISION: Operational Support	SALARY SCHEDULE: Clerical/Technician Annual
DEPARTMENT: CCSD Police Department	WORKDAYS: 218
REPORTS TO: Chief of Police	PAY GRADE: Based on Rank VIII (NCT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsible for coordinating the Georgia Crime Information Center (GCIC) and the FBI Criminal Justice Information Services (CJIS) network operations and department records for the CCSD Police Department.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Terminal Agency Coordinator (TAC) and CJIS Network Operator (CNO) Certifications; or must obtain CNO certifications within 30 days and TAC certification within 90 days of hire date.
3.	Experience: 5 years clerical experience required: TAC certification preferred, and/or related work experience.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Excellent writing and communication skills, ability to work independently, organization, strong computer skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists with answering telephones, providing information to callers and routing calls to appropriate individuals.
3.	Assists the department’s Emergency Dispatch operations with radio communications as needed.
4.	Obtains criminal histories, motor vehicle records and driver’s histories as directed by the Chief of Police.
5.	Operates GCIC computer with 100% accuracy and makes proper and lawful disposition of received data including telephone contact with other law enforcement agencies. Coordinates and administers the department employee training, test for certification, and recertification with GCIC/CJIS requirements.
6.	Reviews GCIC bulletins weekly and implements procedural changes as required. Prepares and assists with all required state and FBI audits.
7.	Assists with emergency operations as required by the Chief of Police.
8.	Processes the District Attorney’s Office and the Office of the Solicitor General's requested Information in a timely matter.
9.	Assists Human Resources in obtaining applicant or employee background information relating to employment and re-certification.
10.	Organizes and provides JCFs, and records with related documentation to the district attorney’s office weekly.
11.	Receives and executes the court's ordered sealed records request provided by Juvenile Courts of Cobb County.
12.	Performs other duties as assigned by appropriate supervisors.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____