

Law Enforcement Data Coordinator
Chester County Department of Emergency Services
West Chester, Pa 19380

The Law Enforcement Data Coordinator ensures coordination of the Commonwealth Law Enforcement Assistance Network / National Crime Information Center (CLEAN – NCIC) data in Chester County.

Duties include:

Direct and supervise all *Scope* personnel, Responsible for CLEAN-NCIC record review and maintenance, Conduct CLEAN-NCIC personnel training, Conduct review of CLEAN-NCIC policies and procedures, Attend monthly regional Tactical Access Control (TAC) meetings, Review and maintain compliance with all federal regulations, Review US Department of Justice standards, Assist with police dispatch training, Administer assistance with Emergency Operations Center (EOC) activations and drills, Perform all other duties, tasks and special projects, as assigned.

Requirements:

High School Diploma or General Education Degree (GED)
Three years of police, fire and EMS dispatch experience.
Accurate and detail oriented; Intermediate math knowledge
Ability to maintain confidential information and handle confidential matters
Excellent interpersonal skills and advanced organizational skills
Certification in PSP, TAC, PEMA – 911 certification
Valid driver's license

Preferred Skills:

Strong leadership skills, ability to speak in public (presentation skills and experience). Strong working knowledge of NCIC policy, working knowledge of CLEAN policies and procedures
Knowledge of Department of Justice standards. Able to use common sense and understanding to carry out written or verbal instructions; strong time management skills

Computer Skills:

Intermediate Word, Excel and PowerPoint skills; Basic Access and Outlook skills (Email and Calendar); Knowledge and skill with CLEAN-NCIC; Knowledge and skill with mobile data computers; and Knowledge of computer aided dispatch (CAD)

This job necessitates a criminal background check and computer skill testing by our Human Resource Department. Requires availability 24/7/365.

Benefits: Medical coverage with prescription drug plan; Pension; Life, AD &D and LTD insurance; Dental and Vision available; Paid vacation, sick, personal and paid holidays.

Salary range available beginning at \$39,840.32 annually based on education and experience.

Please apply on-line at www.chesco.org and reference job #924