

Western States Information Network Employment Advertisement



Law Enforcement Coordinator - Washington

It is an objective of WSIN to achieve a drug-free work place. Any applicant for WSIN employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

POSITION TITLE: Law Enforcement Coordinator (Washington)
Western States Information Network

SALARY: \$5,854 per month plus a 12% allowance for health, dental and vision benefits (allowance may be taken in cash in lieu of benefits).

POSITION LOCATION: Spokane, WA

FINAL FILING DATE: August 12, 2011 - Application / resume must be postmarked no later than the final filing date. Application / resumes postmarked or personally delivered after the final filing date will not be accepted for any reason. Applications must have original signature.

DUTIES/RESPONSIBILITIES:

WSIN is one of six Regional Information Sharing Systems (RISS) centers funded by Congress through the U.S. Department of Justice, Office of Justice Programs. The Law Enforcement Coordinator reports organizationally to the WSIN Law Enforcement Coordinator Supervisor in Sacramento, California.

Employment will be an exempt position serving at the pleasure of the Director of WSIN.

Under the direction of the Law Enforcement Coordinator Supervisor, plans and coordinates all necessary liaison functions which are required for the establishment, maintenance, and improvement of a viable criminal information system within an assigned geographical region. The Coordinator promotes local agency use of WSIN services through training and meetings with local chiefs of police, sheriffs, district attorneys, task force commanders and operative enforcement officers. The Law Enforcement Coordinator facilitates and coordinates the use of WSIN services, including analytical services, equipment loans and information storage systems. Provides indirect support to specific state and local investigations through recommendations and coordination of the expenditure of imprest funds; acts as liaison for multi-jurisdictional investigative task forces; acts as experienced resource to provide advice to operational officers as requested; provides input into various enforcement assessments and publications generated by WSIN and conducts and assists in completing background investigations. Installs, trains and troubleshoots remote electronic access to the WSIN database. Experience and familiarity with computer systems and software programs is critical. Ability to type and submit reports in an electronic format is required.

EXAMPLES OF DESIRABLE QUALIFICATIONS:

Knowledge of criminal intelligence techniques, procedures and types of applicable crimes and laws; knowledge of computer systems and applications; familiar with law enforcement; experience in conducting training, meetings, and seminars; law enforcement supervisory and administrative experience; participation and coordination of multiple agency training efforts. Possess good interpersonal skills; ability to work independently; prioritize and work well under pressure; good attendance and work habits; reliable; and possess good interpersonal skills and communication skills - both verbal and written.

WORKING CONDITIONS:

- This position will have frequent interruptions and requires multi-tasking abilities and attention to detail.
- Must be able to communicate clearly, understand and answer questions effectively, elicit helpful information, use independent judgement, and take appropriate actions at all times.
- Must be able to learn and successfully operate various computer applications related to WSIN duties.
- Must be willing to travel as needed, including by air. Must be willing to drive own vehicle and possess a valid Washington driver's license.
- Must maintain punctual and regular attendance.

MINIMUM QUALIFICATIONS:

Minimum of two years as a peace officer in a law enforcement agency in an investigative assignment, **and** equivalent to completion of two years of college. (Additional qualifying experience may be substituted on a year-for-year basis for education). Preference will be given to candidates with previous narcotic enforcement assignments. Knowledge of the Internet and basic computer operations and programs considered a plus.

Copies of college transcripts may be submitted with the application, but are not required.

Willingness to travel. Residence required in Washington. Work site is in Spokane.

Candidate must successfully pass a peace officer level background investigation prior to employment.

SALARY:

\$5,854 plus a 12% allowance for health, dental and vision benefits (allowance may be taken in cash in lieu of benefits) plus reimbursement for work related travel and operating expenses. Employment will be from year to year depending on availability of funding.

HOW TO APPLY:

Applicants must complete a WSIN Employment Application (WSIN 100) which must be **POSTMARKED** no later than the final filing date indicated on this announcement. Applications postmarked or personally delivered after the final filing date will not be accepted.

Applications are also available at the following location or by email request to: revans@wsin.riss.net

1124 W. Riverside, Suite L300
Spokane, WA 99201

Applications will be reviewed to determine whether the applicant meets the minimum qualification and whether or not they are competitive with other applicants. Only the most qualified candidates will be interviewed.

WSIN is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

The application must be **postmarked by August 12, 2011, and mailed to:**

Western States Information Network
Attn: Jerry Clemons
P.O. Box 903198
Sacramento, CA 94203-1980

Questions should be directed to Jerry Clemons at (916) 263-1160 or (800) 952-5258 or by email at jclemons@wsin.riss.net.