Position Title: Terminal Agency Coordinator  
Department: CAU Department of Public Safety  
Reports To: Deputy Chief

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):
Under supervision of the Deputy Chief, the Terminal Agency Coordinator (TAC) has the responsibility for ensuring compliance with laws and policies regulating the operation of the Criminal Justice Information Service Network (CJIS), Georgia Crime Information Center (GCIC), and the National Crime Information Center (NCIC).

Examples of Duties and Responsibilities:
- Successfully complete the TAC certification course and examination
- Assist the agency chief executive in developing policies and procedures for CJIS network operations
- Serve as the point of contact for validations and all other GCIC/NCIC network related matters
- Administer the GCIC terminal operator training program within the agency
- Notify the GCIC security officer when new agency heads are appointed and arrange for the signing of a new User Agreement
- Ensure that agency employees adhere to all GCIC/NCIC policies pertaining to CJIS network operations
- Ensure all agency employees sign data awareness statements
- Ensure all terminal operator obtain certification within six months of job assignment and obtain recertification every two years
- Ensure agency in-service training programs that inform employees of requirements and guidelines for the effective and lawful use of GCIC/NCIC files and services
- Ensure written record validation procedures are established and followed
- Maintain copies of operations manual, updates and revisions, operations bulletins and broadcasts messages related to CJIS network operations so that operators have immediate access to them
- Maintain dissemination logs of criminal history obtained via the CJIS network
- Maintain copies of signed User Agreements
Knowledge, Skills and Abilities:

- Ability to communicate clearly, both orally and in writing
- Knowledge of all aspects of multi-unit operation
- Ability to understand clearly and adhere to the department and University’s policies and procedures
- Ability to research and assimilate information internally and externally
- Works well with other people, co-workers and superiors, helping to meet the objective of the University, state and Federal Law
- Has knowledge of office procedures, office innovations and office technology
- Ability to work well without close supervision. Attempts to achieve goals beyond minimum level of performance
- Ability to assume a variety of responsibilities
- Ability to plan strategically to meet deadlines

Minimum Hiring Standards:

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<tr>
<th>Education</th>
<th>College credits desirable, High School Diploma/GED, Business School training</th>
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<tbody>
<tr>
<td>Years of Experience</td>
<td>5 to 10 years in related area, Working knowledge of modern business concepts and administrative procedures</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>18 months of work experience in the Communication Field and/or related area</td>
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