

CITY OF CHATTANOOGA
Classification Specification Title: Reporting Agency Coordinator

Department: Police

Pay Grade: GS.06

Supervision Received From: Police Info Center Manager

FLSA Status: Non-Exempt

Supervisory Responsibility For:

Established: 6/17/22

**Revision Dates: 4/4/25;
10/20/23**

CLASSIFICATION SUMMARY:

The Reporting Agency Coordinator (RAC) for the TIBRS program is the point of contact between an agency and the Tennessee Bureau of Investigation for Data Collection of Crime Statistics. The RAC is responsible for the entry of crime information and submitting data to the TBI. Per state law, agencies are required to submit crime information to TBI, the RAC is responsible for ensuring the data is entered correctly and on time.

SERIES LEVEL: The Reporting Agency Coordinator is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Process data submissions through the Central Repository.

Compile and transmit the data to the FBI.

Generate error reports to submit inaccurate data.

Perform Quality Assurance Reviews to ensure compliance with the requirements of the TIBRS.

Program making corrections on reports that are sent from TBI daily.

Process data submissions through the Central Repository daily.

Take over supervision if the manager is not there.

Generating error reports to submit inaccurate data 10 daily.

This position has numerous contacts with individuals as well as agencies outside of this department.

Contacting TBI as well as the FBI on a weekly basis to make sure our database coincides with their information.

Perform the Police Information Service Center Technician 2 duties also as needed.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and Minimum five (5) – seven (7) years' prior experience police records experience, including prior criminal information system or any combination of equivalent experience and education.

Demonstrated written/verbal communication skills. Ability to think critically and problem solve. Proven track record of being energetic, forward thinking and creative, while also able to challenge assumptions. The ability to handle tasks independently, as well as with a team, and to effectively communicate with a range of individuals, from senior managers and affiliated partners to team members; good listening, creative thinking and interpersonal skills, including the demonstrated ability to establish and maintain relationships and build influence with people internally and externally.

LICENSING AND CERTIFICATIONS:

Have at least sixteen (16) hours of initial training and eight (8) hours annually thereafter. The TIBRS Program must be designated by each agency submitting data to the TBI. Initial training must begin with an introductory level data collection class. If the agency utilizes TBI's TIBRS software, initial training must also include an introductory level software class (AFTER completion of the data collection class). If the agency utilizes vendor software, initial training must include an introductory level data collection class followed by a TIBRS review class.

TIES

TIBRS Crime Insight

TIBRS Review

TIBRS RAC Orientations

SUPPLEMENTAL INFORMATION:

Ability to work autonomously and to deal with ambiguity is critical. Proven organizational skills and be willing to multi-task and operate in a fast-paced challenging environment. Solid facilitation and presentation skills. Highly organized, able to wear multiple hats, and accomplish a multitude of tasks in a fast moving environment. Excellent communication skills (written and verbal). Must be a team player with demonstrated team experience. (proven) Ability to maintain/manage confidential information. Strong interpersonal skills and ability to professionally interact with managers, staff and officers at all levels of the organization with diplomacy and professionalism. Self motivated, proactive, committed to continuous improvement. Good time management and organizational skills. Ability to make sound judgements on job related matters, works with minimal supervision. Demonstrates initiative and manages multiple tasks and deadlines in a fast paced environment. Proficiency in using a computer.

KNOWLEDGE & SKILLS:

TIES

RMS - Records Management System

WATSON- Field Reporting data collections for Law Enforcement

NCIC - National Crime Information Center

TITAN - Tennessee Integrated Traffic Analysis Network

CAD - Computer Aided Dispatch System

PHYSICAL DEMANDS:

Positions in this class typically require: reaching, standing, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Light Work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.