



## **CRIME INFORMATION COMMUNICATION SPECIALIST CJIS DIVISION**

### **JOB DUTIES**

Responsible for monitoring the TIES computer system to ensure law enforcement agencies and databases are connected and working. Assists law enforcement agencies with National Crime Information Center (NCIC) entries and other TIES transactions. Monitors and transmits administrative messages to appropriate TBI personnel and throughout the state. Answers the main TBI phone line, the TIES phone line, and hot lines after hours and on weekends. Responsible for various quality assurance projects as assigned.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to two years of computer operations or law enforcement teletype communications work; graduation from an accredited two-year college or technical institute with a major in computer science, data processing, or other acceptable field may be substituted for the required two years of experience.

### **MONTHLY SALARY RANGE \$2,825 - \$4,225**

The Tennessee Bureau of Investigation is an equal opportunity, equal access, affirmative action employer.