



STATE OF IDAHO
invites applications for the position of:

Bureau of Criminal Identification - Trainer, Associate

SALARY: \$20.22 - \$31.59 Hourly
\$42,057.60 - \$65,707.20 Annually

DEPARTMENT: Idaho State Police

**OPENING
DATE:** 07/02/20

**CLOSING
DATE:** 07/16/21 11:59 PM

DESCRIPTION:



IDAHO STATE POLICE

Position located in: Meridian, ID

This announcement is being used to underfill an Idaho State Police (ISP) Bureau of Criminal Identification (BCI) Auditing and Training Specialist position. The person hired under this announcement will be a Trainer, Associate while they are acquiring the skills necessary to perform the duties of a BCI Auditing and Training Specialist. Upon completion of the training period, the employee's classification will change to ISP BCI Auditing and Training Specialist and the salary adjusted to \$25.56 if allowable under budgetary guidelines in place at that time.

PLEASE NOTE: The successful applicant will be required to complete a background investigation and polygraph examination, which includes drug screening. Please review the [ISP Drug Policy](#) and [ISP Grooming and Appearance Standards](#).

EXAMPLE OF DUTIES:

Responsibilities upon completion of training duties:

- Auditing and training responsibilities are for the NCIC/ILETTS program.
- Perform operational and technical compliance audits as mandated by state and federal regulations.
- Assess training needs for participants in the Idaho Public Safety and Security Information System (commonly known as ILETTS).
- Create, publish, and disseminate training material used by sworn and non-sworn personnel at all levels of law enforcement.
- Create, update, and administer proficiency tests as mandated by state and federal

- regulations.
- Compile statistical reports on system usage.
 - Create and maintain training records and resource library.
 - Create and maintain records of agencies with computer-to-computer interfaces with ILETS.
 - Perform searches on the ILETS to assist criminal investigators.
 - Act as liaison during installations, training and support of live scan equipment.
 - Provide technical assistance.

MINIMUM QUALIFICATIONS:

- Some knowledge of training methods
- Experience developing and making presentations before groups
- Experience drafting narrative reports

Desirable Qualifications which will Provide Extra Credit:

- Experience reading and interpreting Federal and State statutes
- POST Certified Instructor
- Experience performing needs assessments, developing training objectives, designing and developing coursework, and evaluating training
- Experience planning and conducting record audits for compliance with laws and regulations
- ILETS experience
- Two years of full-time work related experience with a law enforcement agency

SUPPLEMENTAL INFORMATION:

This position will be required to travel up to two weeks a month to conduct audits and/or training.

Please make sure your resume and personal information contained in your profile supports your answers to the questions.





jobs@isp.idaho.gov



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<https://isp.idaho.gov/hr/>



(208) 884-7018

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

304 North 8th Street
Boise, ID 83720

Position #7/21 09588 PCN 8034
BUREAU OF CRIMINAL IDENTIFICATION - TRAINER,
ASSOCIATE
MG

idhr@dhr.idaho.gov

Bureau of Criminal Identification - Trainer, Associate Supplemental Questionnaire

- * 1. BCI - Trainer, Associate Minimum Qualification - 1 Do you have some knowledge of training methods? If you are qualifying based on training, titles of the courses or workshops, concepts covered, sponsoring entity, and number of hours of training received must be included in your profile/resume. If you are qualifying based on experience, the audience (trainees), training goal, and number of hours of training presented must be included in your profile/resume.
- I have NOT acquired knowledge of training methods
 - I have coursework or workshops of 16 hours or more covering communication concepts, learning styles, course design, and presentation skills or experience presenting formal training sessions to groups
 - I have completed 40 hours of formal training; e.g. 40 hours train-the-trainer course
 - I have completed a formal training in training skills AND have experience presenting formal training sessions to large groups that cover a variety of topics as a primary part of my job. Conducting needs analysis, curriculum development, presentation, and evaluation
- * 2. BCI - Trainer, Associate Minimum Qualification - 2 Do you have experience developing and making presentations to groups?
- I DO NOT have experience developing and making presentations to groups
 - I have completed a college-level speech class, Toastmasters, or a Dale Carnegie course
 - I have given 3 or more different business-related group presentations
 - I have coursework AND have given three or more different business-related group presentations
 - I have coursework and given three or more presentations of a technical nature to law enforcement audience
- * 3. BCI - Trainer, Associate Minimum Qualification - 3 Do you have experience drafting narrative reports? This may be gained through classroom assignments or work experience.
- I DO NOT have experience drafting narrative reports
 - I have experience drafting narrative reports for classes or drafting structured narrative reports in a business setting
 - I have experience drafting narrative reports at the college level and in a business setting
 - I have extensive experience such as a Master's thesis, writing research-type papers for publication, or considerable business report writing experience
- * 4. BCI - Trainer, Associate Extra Credit - 1 Do you have experience reading and interpreting Federal and State statutes? Extra credit will be awarded to those applicants who have experience reading and interpreting Federal and State statutes, but it is not a disqualifier.
- I DO NOT have experience reading and interpreting Federal and State statutes.
 - I have at least six (6) months of experience where reading and interpreting Federal and State statutes was a primary portion of my job.
 - I have at least one (1) year of experience where reading and interpreting Federal and State statutes was a primary portion of my job.
 - I have at least two (2) years of experience where reading and interpreting Federal and State statutes was a primary portion of my job.
- * 5. BCI - Trainer, Associate Extra Credit - 2 Are you a POST Certified Instructor? The Trainer Associate will need to become a POST Certified Instructor before they advance to the BCI Training Specialist position. Extra credit will be awarded to those applicants who are already POST Certified Instructors but it is not a disqualifier.

- Yes - I am a POST Certified Instructor.
- No - I AM NOT a POST Certified Instructor
- * 6. BCI - Trainer, Associate Extra Credit - 3 You may receive extra credit if you have experience performing needs assessments, developing training objectives, designing and developing coursework, and evaluating training.
- I DO NOT have the experience
- I have experience developing more than one type of training and for more than a single program covering needs assessments, developing training objectives, designing and developing coursework, and evaluating training
- I have coursework (preferably upper division college level) in adult education and instructional design as well as experience developing more than one type of training
- I have extensive experience where I determined a variety of training objectives and developed course content from scratch to meet special identified needs/goals. I conducted needs assessments from various perspectives; i.e., agency director, legal, employee input, supervisors and/or research.
- * 7. BCI - Trainer, Associate Extra Credit - 4 Select the option that best describes your experience planning and conducting record audits for compliance with laws and regulations.
- I do not have experience planning and conducting record audits for compliance with laws and regulations.
- I have at least one year of work experience auditing, inspecting, and investigating records for compliance with laws and regulations.
- I have more than two years of work experience auditing, inspecting, and investigating records for compliance with laws and regulations.
- I have more than three years of experience in a leadership role with experience auditing, inspecting, and investigating records for compliance with laws and regulations.
- * 8. BCI Trainer, Associate Extra Credit - 5 ILETS Certified. Please mark the appropriate box below regarding your work related experience.
- I am not ILETS Certified.
- I have Restricted Inquiry certification.
- I have Full Inquiry Certification.
- I have an Entry Certification.
- * 9. BCI Trainer, Associate Extra Credit - 6 I have worked at least two years in a full-time capacity for a law enforcement agency. My resume includes information that substantiates this work experience.
- Yes
- No

* Required Question