

Specification for Class of

MISSING CHILDREN CLEARINGHOUSE COORDINATOR

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Coordinates the Washington State Patrol Missing Children Clearinghouse operation providing guidance and direction to local law enforcement, prosecuting attorneys, parents, and other State and Federal agencies involved in attempting to locate and retrieve missing children.

Typical Work

Liaison between parents of missing children and law enforcement agencies to assist in the location and recovery of missing children;

Establishes and maintains effective relations with local law enforcement, the legal profession, and court administrators;

Provides training to law enforcement and concerned groups regarding missing children recovery procedures;

Prepares written correspondence, fiscal documents, and researches statistical data; develops status reports, budget information, and financial management reports;

Supervises clerical personnel;

Monitors a 24-hour telephone hot-line system; responds to requests from parents and others for information and service;

Responsible for computerized information to track and monitor cases reported to the clearinghouse and the design and production of required reports;

Serves as the State contact for parents attempting to locate missing children nationwide; Acts as liaison between the parents, the courts, and law enforcement officials;

Reports to the manager of the Criminal Telecommunications and Criminal Information Sections within the Washington State Patrol;

Performs other work as required.

Knowledge and Abilities

Knowledge of: legal methods for retrieval of missing or runaway children; ability to understand and support the department's goals, objectives, policies and procedures; applicable State statutes, Federal laws and regulations and recent court decisions relating to missing children and child custody.

Ability to: understand working knowledge of ACCESS, WACIC, WASIS, NLETS, and NCIC computer files; write and speak effectively; establish and maintain cooperative relationships with members of the law enforcement community and concerned agencies; supervise support staff; handle adversary relationships without antagonizing persons involved.

Minimum Qualifications

Three years' experience in criminal or civil investigations, or public relations, OR at least six months' experience with managing, coordinating, and operating a missing children's clearinghouse.

New class
Effective January 13, 1989