

# JOB ANNOUNCEMENT: Terminal Agency Coordinator

**POSITION OPENING:** 25.06 Police **Post Dates:** 3/11/2025 – 3/25/2025

**Classification Title:** Terminal Agency Coordinator

**Starting Hourly Rate:** Terminal Agency Coordinator I - \$17.00  
Terminal Agency Coordinator II - \$19.00

**Location:** Police

**Term of Appointment:** Regular/Full-time

**Probationary Period:** One (1) Year

## Job Summary

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This role is critical in ensuring the efficient and accurate management of law enforcement records and information. Responsible for maintaining the integrity of GCIC and NCIC databases, processing police reports, and providing exceptional customer service. This role requires attention to detail, strong organizational skills, with strict confidentiality and discretion. The TAC is responsible for ensuring the department follows all GCIC, NCIC rules and guidelines for our terminals in the Police Department and in the patrol cars to ensure the operators are maintaining their training, certification, and following the rules.

## Essential Tasks. Other duties may be required and assigned.

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- Administration of records for Arrest and Booking information on Incident Reports.
- Completes LEDS worksheets and makes entries in N.C.I.C./G.C.I.C. computer system files (stolen property, missing/wanted persons, guns, vehicles, and tags, etc.).
- Responds to hit confirmations from G.C.I.C./N.C.I.C. Follows up and processes information.
- Processes Expungement Paperwork along with fingerprints individuals for job purposes.
- Post BOLOS from GCIC/NCIC and BOLOS local, residence/business.
- Conduct background checks, criminal history checks, and other record searches.
- Provide information and assistance to the public, law enforcement officers, and other agencies.
- Participate and assist with coordination in all required state and federal audit. and assist with coordination in all required state and FBI audits.
- Ensure policy and procedures are in place to comply with CJIS Hit confirmation guidelines by both the Terminal and Satellite agencies.
- Process fingerprints of individuals for internal and external purposes.
- Participate and assist with coordination in all required state and federal audits

## Knowledge, Skills, & Abilities Required

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- Basic proficiency in computer skills, Microsoft Office Suite 365 (Outlook, Excel, Word, Teams, Adobe Acrobat, OneNote, PowerPoint) and the ability to learn new software.
- Basic knowledge of city structure, governance, policies, and operating procedures, as well as

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assigned department's function and practices.

- Knowledge of departmental rules and regulations, state, and federal laws, GCIC/NCIC rules and regulations, City of Perry ordinances, and public information and privacy acts.
- Knowledge of records and filing systems.
- Skill in interpersonal relations.
- Skill in oral and written communications.
- Ability to perform basic mathematical calculations, maintain accurate records, and operate data processing and general office equipment.

## Reports to:

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Captain of Support Services

## Physical Demands and Work Environment

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Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed in an office environment during standard business hours, though attendance at early morning/evening meetings may be required with additional off-hour assignments. Work tasks involve periods of standing, sitting, and kneeling. Occasionally lifts and carries such items as records and office supplies of moderate weight of up to 20 pounds. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle controls; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk; and stoop. The employee must regularly lift and/or move up to 10 pounds. Specific vision requirements by this job include close vision and the ability to adjust focus.

## Minimum Qualifications

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- Highschool graduate or GED equivalent.
  - Active and maintain Georgia Driver's License and acceptable Motor Vehicle Record (MVR) through employment.
  - Excellent organizational, communication and interpersonal skills.
  - Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
  - Network Operator Training & Security and Integrity Training should be completed prior to or on the first day of employment.
  - CGIS Operator training within five days of employment.
  - Obtain and maintain Terminal Operator Certification within (60) days of employment.
  - Obtain National Management Systems (NIMS) 100 and 700 within (90) days of employment.
  - Ability to pass a criminal background check and drug screening.

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## Preferred Qualifications:

- Terminal Agency Coordinator Certified.
- Experience working in a law enforcement agency.
- Records Management Certificate or experience

**Application must be completed in full to be considered.**

**<https://perry-ga.gov/human-resources>**

*This position requires pre-employment, post-accident, and random drug screening.*

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FREE WORKPLACE**