

EMPLOYMENT ADVERTISEMENT Washington



Western States Information Network®
1825 Bell Street, Suite 205
Sacramento, CA 95825
(800) 952-5258

It is WSIN's objective to achieve a drug-free work place. All applicants for WSIN employment are expected to behave in accordance with this objective. The use of illegal drugs is inconsistent with WSIN policies.

- POSITION TITLE:** Law Enforcement Coordinator (LEC) – Washington Region II
- SALARY:** \$5,854 per month plus 17% for benefits (may be taken in cash in lieu of benefits).
- POSITION LOCATION:** Currently recruiting for Washington Region II (see attached map). If you are interested in another region for future vacancies, please indicate the region number in box # 8 on the application.
- FINAL FILING DATE:** January 28, 2022 - Applications must be received or postmarked by the final filing date. A 6-month candidate pool will be established for subsequent vacancies.

DUTIES / RESPONSIBILITIES

WSIN is one of six Regional Information Sharing Systems (RISS) centers funded by Congress through the U.S. Department of Justice, Office of Justice Programs. The Law Enforcement Coordinator reports organizationally to the WSIN Law Enforcement Coordinator Supervisor. Employee is at-will and serves at the discretion of the Executive Director of WSIN.

Under the direction of the Law Enforcement Coordinator Supervisor, incumbent plans and coordinates all necessary liaison functions that are required for the establishment, maintenance, and improvement of a viable criminal information system within an assigned geographical region. The Law Enforcement Coordinator promotes local agency use of WSIN services through training and meetings with local chiefs of police, sheriffs, district attorneys, and operative enforcement officers. The Law Enforcement Coordinator facilitates and coordinates the use of WSIN services, including analytical services, equipment loans, and information storage systems. Collects and reports law enforcement success stories and quotations resulting from WSIN services. Provides indirect support to specific state and local investigations through recommendations and coordination of WSIN services; acts as liaison for multi-jurisdictional investigative task forces; acts as experienced resource to provide advice to operational officers as requested; provides input into various enforcement assessments and publications generated by WSIN and conducts and assists in completing background investigations. Trains and troubleshoots remote electronic access to the WSIN database.

KNOWLEDGE, SKILLS, AND ABILITIES

- Minimum of 10 years law enforcement experience within Washington state.
- Strong investigative background, including five (5) years full-time investigative experience is preferred.
- Established positive reputation within the law enforcement community throughout Washington.
- Experience using WSIN and RISS services is preferred.
- Residency within or in close proximity to the boundary of Washington Region II is required.
- This is a full time exempt position. Employee is expected to work 40 hours per week, Monday through Friday.
- It is anticipated the selected candidate will establish an office in coordination with the LEC Supervisor at a local law enforcement agency near the candidate's residence, and within Region II.
- Candidates must be willing to drive their own vehicle extensively throughout Region II. Candidate will be reimbursed mileage from the established office location to their worksite(s). Rental cars can be used for multi-day trips.
- Candidates must be willing to travel as needed, including by air or boat. Periodic out-of-state travel is required.
- Candidates must maintain a valid WA driver's license.
- Requires strong computer skills including a working knowledge of Microsoft Word, PowerPoint, Outlook, Excel, and other software programs. Knowledge and use of the Internet is also critical.
- Must possess the ability to speak and make presentations in front of various sized groups.



- Must possess the ability to train others, both in a virtual and in-person setting.
- Knowledge of the trends in training, methods for content development, and training presentation effectiveness.
- This position will have frequent interruptions and requires multi-tasking abilities and a strong attention to detail.
- Must be able to communicate clearly both verbally and in writing, understand and answer questions effectively, elicit helpful information, use independent judgment, and take appropriate actions at all times.
- Adapt to changing priorities, technology, and procedures. Maintain a thorough understanding and promote investigative and operational deconfliction to all agencies within their region. Understand how deconfliction is accomplished through the use of WSIN services and ability to encourage agencies to implement deconfliction policies.
- **Must successfully pass a peace officer level background investigation prior to employment (includes credit check, DMV, criminal history, fingerprints, etc.).**

MINIMUM QUALIFICATIONS

- Candidate must currently work or have previously worked a minimum of 10 years as a peace officer within Washington state. A strong investigative background is preferred;
AND
- Must have the equivalent to the completion of a two-year college degree (60 units). Additional qualifying experience may be substituted on a year-for-year basis for education. **Copies of college transcript(s) or degree must be submitted with the application.**

SALARY

\$5,854 per month plus 17% for benefits, which may be taken in cash in lieu of benefits. Reimbursement will be provided for any work related travel. Employment will be at-will and based on the availability of funding. This salary represents the first step in a five-step salary range. All step increases are based on merit and are dependent upon availability of funding.

HOW TO APPLY

WSIN Employment Applications (WSIN 100) are available at <https://extranet.riss.net/public/71f3eee4-3f05-419a-8862-6933c976a462> or by email request to revans@wsin.riss.net. Applications may be submitted electronically or by mailing them to the address listed below.

Applications will be reviewed to determine whether the applicant meets the minimum qualifications and whether or not they are competitive with other applicants. Only the most qualified candidates will be interviewed.

Applications may be mailed to:
Western States Information Network
Attn: Janette Gunther-Allen
Deputy Director
1825 Bell Street, Suite 205
Sacramento, CA 95825

Any questions contact LEC Supervisor Rich Wiley at (509) 342-0427 or by email at rwiley@wsin.riss.net.

WSIN is an equal opportunity employer and makes employment decisions based on merit, competence, and qualifications. We want to have the best available people in every job. Company policy prohibits unlawful discrimination based on race, color, sex (including breast feeding and related medical conditions), religion, marital status, age, national origin, ancestry, citizenship status, uniform service member and veteran status, pregnancy, physical or mental disability, protected medical condition, genetic information, gender identity, gender expression, sexual orientation, or any other protected status in accordance with all federal, state or local laws.

WSIN Law Enforcement Coordinators Washington Regions I and II

