

POSITION DESCRIPTION

ASSISTANT COORDINATOR FOR THE MISSING CHILD CENTER-HAWAII

Position No. 102659

I. Introduction

The Missing Child Center-Hawaii is located within the Criminal Justice Division of the Department of the Attorney General. The purpose of the center is: 1) to assist in the implementation of federal and state laws relating to missing children; 2) to provide programs to coordinate the efforts of county and state agencies with those of federal agencies in locating, recovering, and protecting missing children; and 3) to provide programs to promote community awareness of the problem of missing children.

This position is responsible for assisting the center coordinator in the daily activities and functions of the missing child center and is supervised by the coordinator.

II. Major Duties and Responsibilities

- 55%
- A. Assists in the operation and maintenance of the missing child state center.
 - 1. Responds to calls from the parents of missing children, the public, and law enforcement agencies and individuals. This includes relaying information to appropriate law enforcement agencies, referring callers to crisis intervention organizations when necessary, providing procedure guidance, and being accessible for the 24-hour cellular hotline on a rotational basis. Calls need to be evaluated and prioritized on the critical and emergency needs basis and may include complex or sensitive inquires.
 - 2. Collects and enters data into the various center databases(in-house and national) on a regular basis to maintain current information.
 - 3. Conducts searches of the various center databases based on requests from criminal justice agencies engaged in the location of missing children.
 - 4. Compiles monthly statistics and submits them to the coordinator. This includes data on missing children, number of incoming documents and phone calls, and number of incoming and completed cases including pertinent information on each case.
 - 5. Assists the coordinator with the preparation, production, printing and distribution of missing children posters, bulletins, and news releases.
 - 6. Assesses the center databases and recommends changes to maintain and improve them.
 - 7. Assists in filing and registration of legal documents as needed.

- 25% B. Assists in the establishment and delivery of programs to promote community awareness of the problem of missing children.
1. Assists the coordinator in scheduling and conducting public education seminars and programs in the prevention and awareness of missing children.
 2. Prepares and distributes informational materials.
 3. Schedules and handles the logistics of training seminars on finding missing children.
 4. Assists in the preparation and dissemination of news releases and public service announcements.
 5. Assists in the preparation of materials for meetings of Trust Fund Advisory Board and other groups.
 6. Supervises the activities of interns or volunteers assigned to the Center.
- 15% C. Fundraising
1. Assists in the preparation of research and funding proposals.
- 5% D. Other
1. Performs other duties as assigned by the center coordinator.

III. Controls Over the Position

This position is supervised by the center coordinator (position no. 102644) who provides overall direction in the daily operations of the missing child center. The assistant coordinator exercises a reasonable amount of independence in responding to missing children cases, and has limited decision-making authority.

IV. Qualification Requirements of the Work

A. Education Requirement

Bachelor's degree from an accredited college or university.

This requirement may be waived if applicant has a high school diploma and four years commensurate experience: database and desktop publishing software; analysis, research, and report writing; fundraising; investigation; interpersonal and communication skills.

B. Experience and Skills Requirements

Work experience which demonstrates interpersonal and communication skills dealing with a variety of audiences/individuals, general familiarity

with Hawaii state or county governmental functions (law enforcement and courts) and procedures, coordinate activities among groups or departments, organize and prioritize tasks, training or experience in generating private-source contributions, and analyze problems, propose solutions, and prepare detailed reports. Use of Microsoft Office required.

C. Other

Must be available to respond to a 24-hour missing children hotline on a rotational basis.

Use of Access, Desktop Publishing, and Excel, familiarity of law enforcement investigative procedures, and Hawaii family law preferred.