

CRIMINAL JUSTICE SPECIALIST 1**Nature of Work**

Performs beginning level professional work in one or more of a varied number of criminal justice program development, improvement and research activities in the State. These development, improvement and research activities may be within sub-areas of corrections, law enforcement, prosecution and/or court management. The specialist may work in one or more specialty areas: planning, grants management, program development, program assessment, grant/compliance monitoring, data analysis and research studies. Assists higher level specialist or other program managers in the area of assignment. Performs related work as required.

Distinguishing Characteristics

This is the first level in the Criminal Justices Specialist series. The Criminal Justice Specialist 1 performs at the beginning level assisting higher level specialists or other program managers in the area of assignment.

Examples of Work

- Assists in identifying criminal justice system development needs through meetings with state and local government officials, community leaders, and private sector parties, and by collecting and reviewing relevant criminal justice data.
- Assists in developing and administering state and federal grant programs to meet the criminal justice community needs.
- Assists in developing state and federal criminal justice grant program strategies and plans.
- Assists with strategic and/or operational planning for criminal justice grant programs and/or agencies.
- Assists in conducting workshops and meetings to advise state and local government officials, community leaders, and private sector parties of available programs and trains these parties on grant writing and grant procedures/administration.
- Assists in reviewing grant applications for accuracy in such areas as financial documentation, program guidelines, etc.
- Assists grantees in developing and maintaining grant management systems for financial records and monthly reports.
- Assists with monitoring the administration of state and local criminal justice grants to assure compliance with grant requirements.
- Assists with the production of statistical, research and planning documents.

CRIMINAL JUSTICE SPECIALIST 1 - CONT'D.

Examples of Work - Cont'd.

- Assists in designing and implementing scientific research projects, including statewide data collection procedures, to study sub-areas or topics in criminal justice.
- Assists in obtaining, validating and analyzing data using statistical and spreadsheet software packages.
- Assists with presenting the results of research studies and relevant conclusions to the Legislature, criminal justice professionals and the public.
- May assist in monitoring criminal justice agencies for compliance with applicable state and federal laws and regulations.

Knowledge, Skills and Abilities

- Knowledge of the criminal justice system and the operations of its respective components.
- Knowledge of the grant process.
- Knowledge of strategic planning and planning techniques.
- Knowledge of the scientific method, research design, and statistical analysis.
- Knowledge of data collection, compilation and analysis procedures, and techniques.
- Knowledge of statistical, spreadsheet and other relevant computer software applications.
- Knowledge of publication procedures and techniques.
- Ability to establish and maintain effective working relationships at the federal, state and local levels.
- Ability to speak about and clearly explain grant programs, planning documents and research studies.
- Ability to communicate complex ideas and procedures through the written word.

Minimum Qualifications

- Training:** Bachelor's degree from an accredited four-year college or university in criminal justice, political science, social sciences, mathematics, statistics, planning, management or related field.

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CRIMINAL JUSTICE SPECIALIST 1 - CONT'D.

Minimum Qualifications (cont'd)

Experience: One year of full-time or part-time equivalent paid professional experience in grants development or grants administration, planning, project administration, criminal justice, data analysis, statistics, research or mathematics.

Substitution: Six college semester hours related to grants development or grants administration, planning, project administration, criminal justice, data analysis, statistics, research, or mathematics may substitute for the required experience.

Established: 4/19/01
Revised: 9/11/01, 3/5/04
Effective: 3/5/04