

**CRIMINAL JUSTICE SPECIALIST 3****Nature of Work**

Under limited supervision, performs advanced 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. Typically is held responsible for a complex statewide grant or research project or program and performs highly complex work as a senior specialist in the area of assignment. Trains or leads lower level personnel. Performs related work as required.

**Distinguishing Characteristics**

The Criminal Justice Specialist 3 is distinguished from the Criminal Justice Specialist 2 by the most complex assignments of statewide grant or research projects or programs. Performs as a senior specialist in the area of assignment with lead worker/project leadership responsibility.

**Examples of Work**

- Performs more complex or sensitive criminal justice systems assignments.
- Plans, organizes and coordinates complex projects or grants in the area of assignment.
- Identifies complex 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.
- Trains and leads new personnel and others on the work of the unit.
- Conducts 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.
- Reviews 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.
- Monitors the administration of state and local criminal justice grants to assure compliance with grant requirements.
- Monitors criminal justice agencies for compliance with applicable state and federal laws and regulations.

**CRIMINAL JUSTICE SPECIALIST 3 - CONT'D.****Examples of Work - Cont'd.**

Designs and implements complex scientific research projects, including statewide data collection procedures, to study sub-areas or topics in criminal justice.

Obtains, validates and analyzes data using statistical and spreadsheet software packages.

Presents the results of research studies and relevant conclusions to the Legislature, criminal justice professionals and the public.

Prepares statistical, research and planning documents.

**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 develop grant programs and plans.

Ability to train local officials and interested parties in grant administration and application procedures.

Ability to review grant applications and other records for accuracy and compliance with established guidelines.

Ability to design and implement complex scientific research projects.

Ability to establish and maintain effective working relationships with federal, state and local officials and co-workers.

Ability to lead others in the work of the unit.

Ability to plan, organize and complete special projects.

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.

## CRIMINAL JUSTICE SPECIALIST 3 - CONT'D.

**Minimum Qualifications (Cont'd)**

**Experience:** Four years 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:** A master's degree from an accredited college or university may substitute for one year of the required experience. **OR** 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 one year of the required experience.

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