



STATE OF ILLINOIS
Criminal Justice Information Authority
300 West Adams Street
Second Floor, Suite 200
Chicago, IL 60606

<http://work.illinois.gov>

Invites applications for the position of:

CRIMINAL JUSTICE SPECIALIST II – OPT 1

An Equal Opportunity Employer

BID ID #: 10232-50-05-600-10-01

JOB TYPE: Full-Time

NUMBER OF VACANCIES: 1

PLAN/BU:

SALARY

\$4,777.00 - \$7,247.00 Monthly

OPENING DATE: 06/26/14

CLOSING DATE: 07/10/14 05:00 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under direction, independently performs a variety of higher level functions relating to the design, development, implementation and monitoring of interagency agreement for programs and plans for the delivery of services and the improvement of the Criminal Justice system's effectiveness.

1. Acts as lead worker to lower level Criminal Justice Specialists in program analysis, report preparation, planning, problem solving, and project development regarding grant programs. In addition, provides guidance, direction, and technical assistance relating to the design, development, implementation and monitoring of interagency agreements. Provides staff with training on program analysis, report preparation, and staffing selected committees. Utilizes various computer programs to assist with information gathering and analysis.

2. Responsible for technical assistance related to development, evaluation and implementation of training programs on a variety program matters; reviews and processes grant applications. Interacts with mid level criminal justice practitioners and specialists to facilitate planning, problem solving and project development with regard to such grants. Additionally, performs lead functions in a program area to include, but not limited to, the following: completing and processing program application materials; completing and submitting annual or semi-annual reports, as required by the respective program office; and assuring that all appropriate matters are brought to the Authority's Budget Committee in a timely manner.

3. Implements a planning strategy for grantees, reviews drafts of interagency agreements for accuracy and completeness. Assists in negotiating changes in draft interagency agreements. Assists in organizing and follow-up regarding communications, events and meetings.

4. Responsible for on-site and desk monitoring of assigned interagency agreements and sub-contracts; ensuring compliance with state and federal guidelines, and program and fiscal regulations (including standard account practices) for both federal and required match funds;

and compiles required statistical and informational data regarding expenditure and program performance. Monitoring function includes a combination of on-site visits with the grantee and desk-monitoring of monthly progress reports. Travels to conduct on-site monitoring.

MINIMUM REQUIREMENTS

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, accounting or political science (advance degree preferred).

Requires two years of professional experience in planning, development, implementation, and assessment of programs in criminal justice, government, public administration, sociology, accounting, political science or equivalent advanced academic work.

Requires working knowledge of the criminal justice system and processes. Requires working knowledge of budget preparation and tracking of expenditures. Requires the ability to utilize Microsoft Office, including Access, Word and Excel. Must be proficient in analytical skills and oral and written communications. Position requires ability to travel and a valid driver's license.

WORK HOURS & LOCATION/AGENCY CONTACT

8:30 a.m. to 5:00 p.m.

1 unpaid lunch hour

Illinois Criminal Justice Information Authority

Maria Espindola

300 W. Adams St., Suite 200

Chicago, Illinois 60606

Fax: 312-793-1030

HOW TO APPLY

[Click Here for Applicant Information and Grading Procedures](#)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Additional Documentation for Criminal Justice Specialist II:

Option 1 - General

[Class Specification](#)

[Additional Title and Exam Information](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if

applicable.

APPLICATIONS MAY BE OBTAINED FROM:

<http://work.illinois.gov>

OR

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Job #10232-50-05-600-10-01
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ME