



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 I – OPT 1

An Equal Opportunity Employer

BID ID #: 10231-50-05-600-10-01

JOB TYPE: Full-Time

NUMBER OF VACANCIES: 1

PLAN/BU: RC062

SALARY

\$3,891.00 - \$5,797.00 Monthly

OPENING DATE: 06/26/14

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

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under general supervision participates in the review, examination, approval, implementation and monitoring of interagency agreements and contracts relating to federal and state grant programs; participates in preparing contracts, project amendments and related reports, relative to such programs. Conducts on-site and desk monitoring of grant programs. Assists in determining technical assistance needs and developing appropriate responses for different projects.

1. Assists in the review of interagency agreements (including program description and budget) for accuracy and completeness. Makes recommendations for changes in draft interagency agreements.
2. Monitors the various grant programs to ensure compliance with state and federal guidelines, and all terms of the interagency agreement. Monitoring function is conducted both on-site with the grantee and through desk-monitoring of monthly progress reports. Analyzes fiscal reports from implementing agencies to assist in conducting follow-up to ensure conformity to requirements.
3. Participates in compiling statistical and informational data for use in reports on various projects and assists in planning process.
4. Acts as a technical assistance resource for implementing agencies and develops appropriate responses to a variety of questions regarding budgetary options, status of agreements, and report preparation.
5. Provides general assistance to agency staff, local, state and federal agency representatives regarding a variety of subjects including available grant monies, program development, and connecting persons with other resources that would provide assistance and information. Answers routine correspondence.

6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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. Requires completion of an agency approved training program or one year 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 S. Espindola

Human Resources Coordinator

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 I:

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 #10231-50-05-600-10-01
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ME