



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 2

An Equal Opportunity Employer

BID ID #: 10231-50-05-600-00-01

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 of the Associate Director of Adult Redeploy Illinois, performs a variety of technical functions relating to the design, development, implementation and monitoring of criminal justice-related research projects and process and impact program evaluations.

1. Assists in planning, designing and implementing research and program evaluations. Reviews related literature and program information. Identifies and develops relevant statistical analytics for performance measurement.
2. Performs technical functions relating to research from survey design, data collection, database development, and statistical data analysis, to report writing and the presentation of findings. Communicates performance measurement, research, and evaluation findings to a variety of audiences.
3. Assists in the preparation of publications using in-house criminal justice data sets, such as research bulletins and program evaluation summaries and various presentation software programs.
4. Assists the Adult Redeploy Illinois Unit by reviewing and entering grant documentation and providing data for reports and site visits.
5. Researches and responds to internal and external requests for data and information on crime and justice.
6. As directed, represents the agency by serving as a general liaison at criminal justice-related meetings.
7. 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. Masters degree preferred.

Requires completion of an agency approved training program or one year of professional experience in planning, development, implementation or 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 the ability to utilize Microsoft Office (Word, Excel, PowerPoint, Publisher); statistical software (i.e., STATA, SPSS) and mapping software (GIS) preferred. Analytical skills and excellent oral and written communication skills required. Requires the 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 I:

Option 2 - Research & Analysis

[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 #10231-50-05-600-00-01
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ME