



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

Job Title: Criminal Justice Specialist 1 - Opt 2
Closing Date/Time: Fri. 01/08/16 5 PM Central Time
Salary: \$3,969.00- \$5,913.00 Monthly
Job Type: Full-Time
Location: Cook County, Illinois
Department: Criminal Justice Information Authority

Description of Duties/Essential Functions:

Under general supervision of the manager of the Program Evaluation Center, performs a variety of technical functions relating to the design, development, implementation and monitoring of process and impact evaluations of criminal Justice program.

1. Assists in the planning, design and implementation of evaluations conducted by Authority staff by reviewing program documentation and related literature, and contributing such information to the project.
2. Performs statistical analysis of criminal justice data sets utilizing SPSS and other software in conjunction with process and impact evaluation work and to support the agency's data archive.
3. Assists in the development of Requests for Proposals to conduct process and impact evaluations of programs in you just what we set up Illinois by reviewing funded program descriptions, grantee performance and grantee fiscal reports; utilizes various computer programs to access information.
4. Assists in the planning, design, implementation and monitoring of evaluations conducted on behalf of the Authority by external vendors by reviewing performance and fiscal reports, written products, correspondence and other documentation.
5. Assists in the planning and implementation of the Authority's statewide crime prevention programs by providing relevant information from evaluation projects and by reviewing and commenting on draft plans.
6. As directed, serves as a liaison to criminal justice agencies, organizations and associations.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.



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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 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 work processing software and office equipment. Requires ability to utilize computer software and equipment.
- Requires at least 2 years academic or professional experience conducting data analysis with SPSS software.

Work Hours & Location/Agency Contact:

Monday through Friday
8:30 a.m. to 5:00 p.m.

1 unpaid~ lunch hour

Illinois Criminal Justice Information Authority
300 W. Adams Street, Suite 200
Chicago, Illinois 60606
Fax: 312-793-1030
Phone: 312-793-8550

Please fax your employment application CMS~100 form, your resume and a cover letter to Maria Espindola to 312-793-1030.

How to Apply:

[Click Here for Application 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,



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Division of Examining and Counseling at Work411Illinois@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.

[**View the employment announcement on work.Illinois.gov website.**](#)