

Class Concept

Work in this class involves providing audit or intelligence services to a criminal justice program. The work involves reviewing multiple sources of data/information and performing analysis of the information, typically in written summary reports. Work may involve coordination within a program or area of specialty, conducting audit work to ensure compliance with standards, or conducting limited or specific investigative work within an assigned area. Employees work with local, state, and federal law enforcement agencies. Employees may independently coordinate a program, by organizing and carrying out multiple administrative and technical activities, and gathering and reporting related information. Employees may perform field work which may include auditing records and/or operations of assigned programs, to determine compliance. Investigative work may include gathering information related to incident(s), gathering and reviewing applicable records and reports, gathering information from interviews, and preparing summary reports of findings. Work may involve determining compliance with program standards.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of the assigned work area program, processes, and procedures to include associated understanding of the applicable rules and regulations of the work area.
- Basic knowledge of criminal justice and law enforcement procedure, terminology, and policies and practices.
- Ability to instruct and explain standards and procedures.
- Ability to establish effective working relationships, including seeking compliance with regulations.
- Ability to express oneself clearly and concisely in oral and written form.
- Ability to work independently and use sound judgment in making decisions.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and one year of administrative and/or technical experience in criminal justice or law enforcement as it relates to the area of assignment, or an equivalent combination of education and experience.