

### Class Concept

Work in this class involves independently providing technical assistance to field or investigative work related 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. The investigations, analysis, and audits are performed with greater independence than is seen Criminal Justice Specialist/Investigator I level. Employees in this class may train or provide advice to junior staff. Work at this level involves more discretionary judgment in interpreting policy, procedure, and program objects. 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. Employees troubleshoot problems associated with work processes, and train and orient others on program standards.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of the assigned work area program, processes, and procedures to include associated understanding of the applicable rules and regulations of the work area. .
- Working knowledge of criminal justice and law enforcement procedure, terminology, and policies and practices.
- Ability to interpret, apply, and communicate statutory regulations related to program area.
- Ability to develop and deliver trainings.
- Ability to establish effective working relationships, with coworkers as well as with local, state, and federal law enforcement officials.
- 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 two years 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.