

Class Concept

This is administrative and supervisory work assisting in directing activities of the statewide criminal justice training and standards program and guidelines of the North Carolina Criminal Justice Education and Training Standards Commission. Employee is responsible for the management of research and evaluation functions involving certification of criminal justice instructors, accreditation of criminal justice courses and institutions, and implementation of the law enforcement officer's professional certification program. Other responsibilities include developing and implementing instruments and methods for evaluating training programs and for measuring qualification and achievement of instructors. Work involves coordinating activities with criminal justice agencies and educational or training institutions involved in training of criminal justice officers. Work also includes supervision of and participation in continuous research and program evaluation activities to assure that training standards are current and relevant. Work is performed under general supervision of the Director of Criminal Justice Training Standards and is evaluated through periodic conferences and overall program effectiveness.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the overall criminal justice system and of both State and Federal requirements and guidelines on selection, employment and training of criminal justice personnel and understanding of the history, purpose, goals, functions, policies and procedures of the Criminal Justice Standards Commission as well as a general understanding of the structure and operations of the NC Department of Justice and the State of North Carolina Government.
- Considerable knowledge of federal, State, and local provisions, regulations, and objectives pertaining to planning, developing, and evaluating criminal justice training programs.
- Considerable knowledge of trends, developments, and needs in the area of criminal justice training and research.
- Working knowledge of personnel and management practices.
- Working knowledge of the principles and practices of public and business administration.
- Working knowledge of modern office procedures, practices and equipment.
- Working knowledge and understanding of the operations of a regulatory agency.
- Working knowledge and ability to use various computer software programs. Ability to analyze and interpret organizational and procedural problems and to make changes in existing systems.
- Ability to plan, prioritize, and supervise the work of criminal justice research associates and other subordinate personnel.
- Ability to communicate effectively with others, utilizing listening, writing, and speaking skills; ability to relate well with State and local officials, Council members, and the general public in explaining program, policies, and decisions.

Minimum Education and Experience

Bachelor's degree in public administration, preferably with a degree in criminal justice, business or public administration or closely related field, from an appropriately accredited institution and four years of progressively responsible experience in the field of criminal justice including one year of supervisory experience; or an equivalent combination of education and experience.