

Class Concept

Work in this class includes administrative and supervisory responsibility in directing the statewide program of criminal justice training and standards. Responsibilities include investigating, analyzing, and determining eligibility for certification of law enforcement and correctional officers; evaluating criminal justice training programs and instructors; and development of policies, procedures, and guidelines concerning methods of compliance with regulations, entry qualifications, employment procedures, and minimum training requirements. The employee directs the regulation of employment and training of criminal justice officers and the distribution of supplemental salary payments to local law enforcement agencies. Work involves coordinating activities with criminal justice agencies and educational or training institutions involved in training 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 independently, under the general guidelines established by the North Carolina Criminal Justice Education and Training Standards Commission and is under the administrative supervision of the Attorney General. Due to the expectations of the Commission, the Attorney General and the Legislature the employee must be able to demonstrate proactive behaviors to address a complex and fluid working environment. Work is reviewed in terms of objectives met and overall effectiveness of the program.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough 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 personnel and management practices.
- Considerable knowledge of the principles and practices of public and business administration.
- Considerable knowledge of modern office procedures, practices and equipment.
- Thorough knowledge and understanding of the operations of a regulatory agency.
- Basic knowledge and ability to use various computer software programs.
- Ability to perceive, conceptually organize and write and develop new programs for recommendation to the Criminal Justice Standards Commission.
- Ability to exercise judgment and discretion in applying and interpreting administrative rules, policies and procedures.
- Ability to establish and maintain effective working relationships with agency personnel, officials, commission members, the general public and the ability to network well within the law enforcement and criminal justice community.
- Ability to work independently.
- Ability to handle multiple tasks and projects simultaneously.
- Good Organizational skills, flexibility and attention to detail.
- Skill in practicing effective communication techniques, both orally and in writing.

Minimum Education and Experience

Bachelor's degree in public administration, police administration, criminal justice, or a related field from an appropriately accredited institution and six years of progressively responsible administrative experience in the criminal justice system; or an equivalent combination of education and experience.