

Class Concept

This is administrative work in directing, planning, and coordinating all activities of the North Carolina Justice Academy. Employee in this class serves as Director of the Academy with overall responsibility for the development and conduct of academic programs and the establishment and implementation of administrative functions of the campus. Work involves formulating major practices and procedures for the Academy; planning and coordinating activities with other criminal justice programs of federal, state, organization, or association allies; directing and supervising staff members assigned to various segments of the Academy; developing, establishing, and interpreting objectives for the Academy, its long range programs, and accompanying policies and procedures; and promoting criminal justice career development through educational training. Work is performed independently under general guidelines established by the Department of Justice and is under the direction of the Attorney General. Work is reviewed through periodic conferences to determine overall effectiveness of the programs.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of modern theories and practices of educational training in criminal justice. Thorough knowledge of federal, State, and local laws and guidelines as they pertain to the training of criminal justice personnel.
- Thorough knowledge of administrative techniques and the organization of the present educational training systems in the State.
- Demonstrated ability to plan, organize, and direct an extensive educational training program.
- Ability to delegate complex tasks and assignments to professional and support staff.
- Ability to represent the N.C. Justice Academy and to interpret its programs and its objectives to community groups, professional associates, and the public in an effective manner.
- Ability to establish and maintain effective working relationships with officials, professionals, associates, subordinates, and the general public.

Minimum Education and Experience

Master's degree in criminology, criminal justice, public or police administration or a related field from an appropriately accredited institution and six years of progressively responsible experience in the field, including a minimum of four years in an administrative capacity; or

Doctoral degree in the fields mentioned above from an appropriately accredited institution and four years of progressively responsible experience in the field, including three years in an administrative or supervisory capacity; or an equivalent combination of education and experience.