

PROGRAM SPECIALIST (OCJP)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of the Office of Criminal Justice Planning, an incumbent of this position coordinates all clerical and administrative work projects for the OCJP, and participates in the planning and implementation of ongoing and special programs. Work involves research functions related to OCJP, including data gathering and analysis in an automated environment; assisting the Director in processing of agreements between the County and other governmental agencies, and in coordinating programs and activities between OCJP and other agencies. This position involves confidentiality and considerable independent judgment. Supervision may be exercised over clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, collects, analyzes and summarizes data from criminal justice agencies and government departments in order to annually update and computerize the Sourcebook of Criminal Justice Statistics;

Conducts, organizes, summarizes and distributes results of surveys of criminal justice agencies, such as Missing and Exploited Children's' Survey, Police Department's Drug Hot-Line Survey, and the Fire Department Equipment Survey;

Assists the Director in processing of all programs and other agreements between the County and local, state and federal agencies;

Assists the Director in conducting semi-annual criminal justice forums and other special programs;

Assists the Director in coordinating the activities of the Westchester County Arson Task Force and preparation of the Arson Zone Plan;

Assists the Director in meetings regarding fiscal reporting requirements for grantees;

Works with the Director on confidential programs and studies;

Acts as administrative staff to the Westchester County Criminal Justice Advisory Board, Child Abuse Task Force, and similar committees, boards, etc.;

Provides statistical information to programs, agencies and individuals on request.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of criminal justice administration; familiarity with the functions of the various organizations dealing with crime prevention and detection and the rehabilitation of criminal offenders; good knowledge of the principles and practices of public administration; ability to analyze data and to prepare coherent, logical reports, utilizing computerized equipment when appropriate; ability to establish effective working relationships with individuals and groups, and to communicate effectively orally and in writing; tact; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) three years experience in program planning and development and/or public administration in the field of criminal justice; or (b) a Master's Degree* in social services, criminal justice, or public administration and two years experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.