

STAFF ASSISTANT (OCJP)

GENERAL STATEMENT OF DUTIES: Performs a variety of staff and administrative work for the Office of Criminal Justice Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for completing a variety of administrative tasks for the Office of Criminal Justice Services including budget preparation, compiling statistics and preparing reports, reviewing applications, preparing warrants, scheduling hearings, coordinating grant applications and assisting in research projects. Supervision may be exercised over lower level clerical staff.

EXAMPLES OF WORK: (Illustrative Only)

Designs and performs research studies on criminal justice projects such as the jail population or the conditional release program;

Coordinates grant applications from enforcement agencies;

Reviews financial statements of submitted grant applications and contracts for accuracy, completeness and appropriateness;

Prepares materials necessary for submission to the Board of Acquisition and Contract and/or the Local Conditional Release Commission;

Assists in the development of performance evaluations;

Conducts management surveys of police practices, policies and procedures of law enforcement agencies and Social Services agencies;

Serves as liaison between various facets of the criminal justice system such as the Police Chiefs Association, Probation Department, Department of Correction;

Assists in the preparation of the Office of Criminal Justice's Annual Report;

Compiles statistical and/or other program data;

Enters, analyzes and retrieves data using a computer terminal;

Compiles drafts of memos, correspondence, specifications and reports as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the fundamentals of administration and office management; understanding of the policies and procedures of the Office of Criminal Justice Planning; ability to follow oral and written instructions; ability to analyze data and prepare logical, coherent reports; communicate effectively, both orally and in writing; ability to establish effective working relationships; thoroughness; good judgement; dependability; tact; courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* in Political Science, Business or Public Administration, Criminal Justice or related field, and one year of experience in the criminal justice system.

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