



**ADAMS COUNTY**  
invites applications for the position of:

# **Criminal Justice Coordinator**

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**SALARY:** \$61,335.78 - \$85,870.09 Annually

**OPENING DATE:** 07/06/18

**CLOSING DATE:** 07/27/18 04:30 PM

**PRIMARY RESPONSIBILITY:**

We are seeking a dynamic, self-motivated individual to perform professional and technical work for the local Criminal Justice Coordinating Council (CJCC) by performing meeting facilitation, data and policy analysis, legal and scientific research, oral and written presentation of material, management of long- and short-term projects of high complexity, collection and distribution of information, as well as consultation to entities in the local criminal justice system.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

- Works independently and autonomously at times with the ability to take action that is in alignment with and advances the Council's strategic priorities.
- Oversees the technical development, business analysis, and the ultimate management of the CJCC Justice Information Sharing Portal and Dashboards.
- Facilitates meetings comprised of elected officials, municipal and county department heads, judicial officers, and law enforcement personnel.
- Drafts and presents strategic planning documents.
- Provides support to Council and related committees, including but not limited to the preparation of agendas, meeting summaries and strategic documents.
- Identifies grant and other funding opportunities; prepares grant requests and submissions; coordinates and facilitates active grants and prepares related reporting.
- Coordinates the maintenance of the Council's website to ensure its information is accurate and complete.
- Oversees and coordinates data and technology related efforts of the Council and its committees.
- Collects and analyzes complex data and presents findings and information and explains theoretical concepts to CJCC members, justice agency personnel, and county administration.
- Plans, coordinates, and achieves all components of projects from beginning to end; meets projects' requirements such as deadlines, budget, and quality standards; produces deliverables; and maintains a highly organized records system.
- Reviews peer-reviewed research literature, statutes, and case law.
- Monitors new policies and legislation at the state and local levels and forecasts the potential impact of legislation on the local justice system.
- Performs process and outcome evaluations of programs and policies.
- Provides information about specialized content areas; makes suggestions and

recommendations for programmatic or operational improvement to increase agency performance.

- Participates in national and local justice or human service associations (e.g., American Society of Criminology, National Criminal Justice Association, local planners group) and attends professional conferences.
- Performs other related duties and responsibilities as required.

### **Knowledge, Skills and Abilities:**

- Ability to think independently, rationally, analytically, and critically.
- Ability to relate effectively to a variety of people (e.g., elected officials, judges and attorneys, police officers, department heads, case managers, offenders, victims, citizens) in a variety of contexts.
- Ability to tactfully manage the concerns of policy-makers who sometimes have competing priorities.
- Ability to apply principles of the scientific method to research and analyze activities and analyze data using basic or advanced statistical procedures and tests.
- Apply individual and group problem-solving and decision-making processes to novel situations.
- Ability to work as a consultant or technical resource provider to professionals at various levels of authority and influence.
- Knowledge of the purpose, structure, and funding sources of government agencies at the municipal, county, and state levels.
- Knowledge of case processing of defendants, offenders, victims, and clients in the criminal and juvenile justice systems.
- Knowledge of criminal and juvenile statutes, resolutions, intergovernmental agreements, and local ordinances.
- Skilled at techniques for effective group facilitation and presentation.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Computer skills: word processing, spreadsheet, database, presentation, statistical (SPSS), email, and internet software applications.

### **REQUIREMENTS:**

- **Experience:**
  - At least 3-5 years of experience working in a state or local level criminal justice agency.
  - At least 2 years of prior experience in coordinating the work of a large, state level or local level multidisciplinary Crime Commission or a Criminal Justice Coordinating Council whose members have a variety of backgrounds and often competing interests is required.
- **Education and Training:**
  - Bachelor's degree in a relevant field such as social or behavioral science, statistics, criminal justice, public administration, public policy, or political science.
  - Master's degree in criminal justice, or related field, is preferred.
- **Knowledge, Skills and Abilities:**
  - Considerable knowledge of the criminal justice system, research methodology, and statistical analysis procedures.
  - Proficient in the use of spreadsheet, word processing, and presentation software.
  - Ability to analyze and interpret complex data and to present findings.

- **License or Certificate:**
  - Possession of, or ability to obtain, a valid Colorado Driver's License.
  - Possession of, or ability to obtain, Colorado certification of CCIC/NCIC operation.
- **Background Check:** Must pass a criminal background check.

**SPECIAL REQUIREMENTS:**

- **Work Schedule:** Monday through Friday, 8:00 a.m. to 4:30 p.m.
- **Work Location:** Adams County Justice Center, 1100 Judicial Center Drive, Brighton, CO 80601.
- **Note:** This position may also work at the Adams County Government Center, 4430 S. Adams County Parkway, Brighton, CO 80601.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.adcogov.org/current-career-opportunities>

Position #03441  
CRIMINAL JUSTICE COORDINATOR  
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4430 S. Adams County Parkway, Suite C4000B  
Brighton, CO 80601-8213

[crecruit@adcogov.org](mailto:crecruit@adcogov.org)

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## Criminal Justice Coordinator Supplemental Questionnaire

- \* 1. Do you have at least 3-5 years of experience working in a state or local level criminal justice agency?  
 Yes  
 No
- \* 2. Do you have at least 2 years of prior experience in coordinating the work of a large, state level or local level multidisciplinary Crime Commission or a Criminal Justice Coordinating Council whose members have a variety of backgrounds and often competing interests?  
 Yes  
 No
- \* 3. If you answered "yes" to question 2, please explain in further detail including agency and experience that qualifies you for this position. If you answered "no", please write N/A.
- \* 4. Do you possess a Bachelor's degree in a relevant field such as social or behavioral science, statistics, criminal justice, public administration, public policy, or political science?  
 Yes  
 No
- \* 5. Do you possess a Master's degree in criminal justice, or related field?  
 Yes  
 No
- \* 6. Do you possess or have the ability to obtain a Colorado certification of CCIC/NCIC operation?  
 Yes  
 No
- \* 7. Do you possess considerable knowledge of the criminal justice system, research methodology, and statistical analysis procedures?  
 Yes  
 No
- \* 8. Do you have the ability to analyze and interpret complex data and to present findings?  
 Yes  
 No
- \* 9. Please describe in detail, an example of when you have had to present complex data and present your findings.
- \* 10. Do you possess, or have the ability to obtain, a valid driver's license?  
 Yes  
 No
- \* 11. What interests you most about this job opportunity?
- \* Required Question