

Clinton County, Iowa
Job Description

Clinton County Justice Coordinating Commission

Job Title:	Coordinator	Job Code: N/A
Department:	Clinton County Justice Coordinating Commission	Pay Grade: N/A
Reports to:	Board of Supervisors	FLSA: Exempt
Salary Range		

SUMMARY

The Coordinator is under the guidance of the Clinton County Justice Coordinating Commission, which is responsible for planning, developing, coordinating and evaluating programs that serve adult and juvenile offenders in order to promote a range of productive and rehabilitative options for use by the criminal justice system. This position is responsible for identifying, researching, implementing, coordinating and monitoring the goals and activities of the Clinton County Justice Coordinating Commission and the programs it supervises.

Essential Job Duties and Responsibilities:

- Works with the Clinton County Justice Coordinating Commission and its subcommittees to develop and implement policies, procedures, and programs that support the Commissions program goals and objectives.
- Prepares and administers annual budget in consultation with the Commission and presents the budget to the Clinton County Board of Supervisors for approval.
- Facilitates Commission meetings by organizing, planning, coordinating, directing and providing a structured process for addressing issues. This would include creating and publishing meeting agendas; addressing conflicts that might arise while observing the group dynamics; and keeping accurate records and documentation of proceedings.
- Assumes, when necessary, an educational role when presenting new concepts or information. This would include training justice system personnel in data collection and program evaluation methods and present new concepts or information in a simplified and easily understood format using tables, graphs, or other visual aids and explains theoretical concepts in simplified terms.
- Conduct research and analysis in addition to maintaining current information on federal and state initiatives regarding justice system alternative programs (juvenile and adult), and on programs initiated and operated in other counties, and evaluate their feasibility and appropriateness for Clinton County.
- Monitor new programs, polices and procedures initiated by the Commission. Then further evaluate and forecast the impact these have had in Clinton County.
- Seeks and prepares grant applications to obtain outside funding where appropriate.

Minimum Qualifications Requirements - (Education and Experience):

Bachelor's degree in criminal justice, public administration, or a closely related field, such as social work, human services or counseling and a minimum of three years of increasingly responsible experience in the criminal justice system, social work experience working with jail inmate population or mental health services.

Minimum Qualifications – (Knowledge, Skills and Abilities)

Office Skills

- Demonstrated ability to be aware 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.
- Experience in interfacing with governmental and service agencies both within and outside of the justice system (e.g., social services or education system).
- Knowledge of local criminal and juvenile statutes.
- Ability to use strategies and techniques for legal research, analysis, and writing.
- Ability to reference theories of criminology and history, assumptions, and processes of the criminal and juvenile justice systems.
- Understanding of evidence-based practices in adult corrections, prevention and treatment of violence, criminal behavior, mental health and substance abuse.
- Knowledge of the history, models and principles of public administration and policy.
- Ability to organize, direct, and facilitate group activities and meetings.

Skills

- Ability to collect and synthesize existing and relevant research literature.
- Ability to apply principles of the scientific method to research and analytic activities.
- Ability to analyze data using statistical procedures and tests.
- Ability to clearly and concisely communicate complex ideas orally and in writing.
- Skill and proficiency with word processing, spreadsheet, database, presentation, e-mail, and Internet software applications.
- Experience with monitoring budgets, preparing and presenting budget proposals and financial reports.
- Excellent organization and record keeping skills.
- Ability to consistently meet deadlines.
- Demonstrated ability to convey a sense of professionalism, neutrality, and technical expertise.
- Ability to combine new information and data with existing information and data to inform recommendations for future action.
- Ability to apply individual and group problem-solving and decision-making processes to novel situations.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

Reasoning Ability:

- Ability to think independently, rationally, analytically, and critically.
- Ability to relate effectively to a variety of professionals and other individuals in a variety of contexts exercising considerable tact and courtesy.
- Ability to motivate self and others to pursue and accept change to the status quo, when appropriate.
- Ability to tactfully manage the concerns of policymakers who sometimes have competing priorities.
- Ability to empathically listen to others.
- Ability to maintain a systemic perspective of the justice system.

Work Environment:

Work for this position is performed primarily in a typical climate controlled office environment, where there is protection from weather conditions but not necessarily temperature changes. There is occasional travel outside of the office to attend meetings and training. Also this position has engagement with a variety of persons, including some with emotionally stressful situations.

Physical Demands:

- Sitting - Approximately greater than 2/3 of on-the-job-time.
- Standing/Walking – Approximately less than 1/3 of the time.
- Weight Lifted/Forced Exerted – Occasionally requires lifting objects up to 30 pounds. Including occasionally transporting and object, usually holding it in the hands or arms.
- Stooping, kneeling, crouching or crawling – Approximately less than 1/3 of on-the-job-time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Vision - Close vision (clear vision at 20 inches or less).

Certificates, Licenses, Registrations:

Must possess and maintain a valid motor vehicle operator's license and an acceptable driving record.

Supplemental Information:

Appointments will be conditional upon successful completion of pre-employment background checks. Attends national or local justice association conferences and national professional conferences.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
