



# Justice Services Coordinator

Class Code:  
10222018

Bargaining Unit: Non-represented

WAUKESHA COUNTY  
Established Date: Oct 16, 2018  
Revision Date: Oct 22, 2018

## SALARY RANGE

\$33.53 - \$44.33 Hourly  
\$2,682.40 - \$3,546.40 Biweekly  
\$5,811.87 - \$7,683.87 Monthly  
\$69,742.40 - \$92,206.40 Annually

### FUNCTION OF THE JOB:

Under direction, to coordinate the efforts of the Criminal Justice Collaborating Council (CJCC) in enhancing public safety and providing rehabilitation services through the criminal justice system; to research, plan, develop, coordinate, monitor, and evaluate programs; and to perform other duties as required.

### DUTIES & QUALIFICATIONS:

1. Coordinates the efforts of agencies, units of local government, and the criminal justice system to work together to enhance the effectiveness of the criminal justice system.
2. Facilitates collaboration of the members of the Criminal Justice Collaborating Council in promoting the effective and efficient administration of programs in the criminal justice system.
3. Mediates differences and guides discussions between representatives from local government, Department of Corrections, district attorney, public defenders, the courts, community agencies, and special interest groups to better address criminal justice problems.
4. Advises decision makers on policy issues, strategic initiatives, funding sources, and innovative programs.
5. Researches and analyzes new programs and prepares and presents alternatives and recommendations.
6. Prepares RFPs, and manages purchased service contracts to ensure appropriate provision of services within budgetary constraints.
7. Develops and recommends program performance standards.
8. Evaluates program performance to identify success and makes recommendations on changes for improvements where necessary.
9. Analyzes, evaluates, and interprets data trends and variances through the use of computerized information and reports on the efficiency and volume of services delivered.
10. Coordinates the development of the strategic plan and monitors the implementation of the plan.
11. Identifies funding sources, writes grant applications, implements and manages grants, and completes mandatory reporting requirements.
12. Prepares and monitors the operating budget.
13. Prepares operational and statistical reports and records to support recommendations for expansion, reduction, reorganization, or elimination of services or programs.
14. Compiles data and prepares annual report.
15. Establishes and maintains effective public and working relations with governmental agencies, community agencies, elected officials, the courts, public defenders, and the public.
16. Performs emergency duties as assigned in event of Waukesha County Emergency Government declaration.
17. Performs other duties as required.

### QUALIFICATIONS

### Essential Knowledge and Abilities

1. Thorough knowledge of federal and state grant compliance standards concerning the operations of programs within the CJCC.
2. Comprehensive knowledge of the role and function of the criminal justice system and federal and state regulations and requirements regarding service programs.
3. Comprehensive knowledge of the principles, practices, and techniques of planning and program monitoring and evaluation.
4. Comprehensive knowledge of survey, research, investigation, and statistical methods and techniques.
5. Comprehensive knowledge of purchase of service contract requirements.
6. Comprehensive knowledge of the best practices in the field of criminal justice.
7. Considerable knowledge of governmental, public, and non-profit grant procedures.
8. Considerable knowledge of computer systems and statistical software; financial and statistical recordkeeping, and fiscal and program reporting methods.
9. Considerable knowledge of the standards, legislation, and policies affecting criminal justice programs and services.
10. Considerable knowledge of the practice of public information and public relations.
11. Ability to utilize word process, database, and spreadsheet programs.
12. Ability to conduct complex technical research, gather and analyze information, and make appropriate and comprehensive written and oral recommendations.
13. Ability to plan, develop, implement, direct, and evaluate programs and services covering the criminal justice system.
14. Ability to assess the administrative and operational impact of recommendations.
15. Ability to establish and maintain effective working relations with members of the Criminal Justice Collaborating Council, community agencies, contracted agencies, the public, and elected officials, including judges, the County Executive, District Attorney, Sheriff, Clerk of Courts, and County Supervisors.
16. Ability to plan, organize, and effectively present and promote ideas and concepts to various boards, committees, and the public in both oral and written form.
17. Ability to multi-task and prioritize projects.
18. Ability to analyze and respond to changing trends in justice system needs with innovative, evidence-based programs, and services for offenders that reduce recidivism and increase public safety.
19. Ability to communicate effectively orally and in writing.

### **MINIMUM TRAINING & EXPERIENCE REQUIREMENTS:**

You must meet these minimum Training and Experience requirements:

1. Graduation from a recognized college or university with a bachelor's degree in business or public administration, criminal justice, communication, or a closely related field.
2. Three (3) years of years of responsible, professional work experience in the criminal justice or human services field including administrative, programmatic, policy or procedural research, analysis, evaluation, or planning duties.
3. A master's degree in an area listed above may substitute for one year of the required work experience.