

CRIMINAL JUSTICE SUPPORT SERVICES ADMINISTRATOR

PURPOSE AND NATURE OF WORK

Position is responsible for all the activities of the Division of Criminal Court Services which administers City/Parish Government's substance abuse program, alcohol traffic action campaign, server permitting, probation monitoring, as well as serving as general secretary and staff to the Criminal Justice Steering committee whose purpose is the reduction of duplication and improved efficiency among elements of the criminal justice system. Position is also responsible for a program of improving government services to selected areas. Incumbent works with substantial independence, reports to the Chief Administrative Officer and has supervisory responsibilities for a moderately sized administrative, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any one incumbent necessarily perform all of these duties.)

Exercises, through respective supervisors, general direction of programs and staff of alcohol retailer permitting, server certification, probation of misdemeanor offenders, alcohol traffic offenders and a substantial Consolidated government policy, office and agency of Substance Abuse. Plans, lays out and directs community service initiatives of City/Parish Council and Administration. Provides cost analyses, monitors and reports on current status of their projects, their objectives, goals, purposes, operating methods, funding and measures of success or failure. Attends meetings of community committees, citizens, officials, managers and service providers. Keeps records of committee decisions, community needs and commitments and services scheduled. Prepares reports, statistics and measures of performance in community services and of the criminal justice system. Supervises preparation of schedules, information packets, minutes and other administrative functions as required. Attends all meetings of and provides research, analytical and administrative services for Criminal Justice Steering Committee, District and City Court liaison teams. Responds to requests for administrative services from outside law enforcement, criminal justice and substance abuse agencies. Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Through knowledge of law enforcement and criminal court procedures as required for court, detention and community policing services.

Thorough knowledge of all community service initiatives and programs of the City/Parish Council and Administration, their methods, materials, goals and resource requirements.

Knowledge of the City/Parish Charter and relevant statutes defining various local government entities and their responsibilities and physical layout of City and Parish.

Ability to establish needs of communities for local government assistance and services, establish communications and authorizations to obtain them, and evaluate effectiveness of efforts.

Ability to form and maintain effective working relationships with citizens of diverse backgrounds, elected officials, government officials and employees and general public.

Ability to communicate clearly and effectively, orally and in writing.

DESIRED EDUCATION AND EXPERIENCE

Complete college in law enforcement, public administration or related field and prior working experience in law enforcement, community/local government program administration or a related combination of education and experience.