



Job Title: Criminal Justice Liaison
Location: Lafayette, LA
Department: Mayor-President's Office | Criminal Justice Coordinating Committee
Salary Range: \$31.25 - \$40.87 (DOE)
Position Type: Full Time
Position Open Until Filled

General Statement of Work

The Criminal Justice Liaison involves being a neutral party that helps individuals and organizations within the criminal justice system to resolve delays in moving cases through the criminal justice process, and in support of the Criminal Justice Coordinating Committee under the supervision of the Chief of Staff within the Office of the Mayor-President.

Work involves providing a fair, accountable, transparent, and objective assessment of the matter at hand and offer recommendations to improve the situation, planning and meeting facilitation, data and policy analysis, research, oral and written presentation of material, coordination of long and short-term projects of high complexity, collection and distribution of information, and consultation to entities in the local criminal justice system. Employee has frequent contacts with local elected officials; judges; municipal, parish, and state department heads; community-based professionals; parish residents; individuals in the criminal justice system and their families, and victims.

While the position works for the entire Criminal Justice Coordinating Committee the position reports to the Lafayette Consolidated Government (LCG) Chief of Staff operationally, and is an employee of the LCG.

Minimum Qualifications of the Position

A bachelor's degree in law, public administration, or in a relevant field such as social or behavioral science, statistics, criminal justice, public administration, business administration, public policy or political science, along with experience in conflict resolution, communication skills, and a minimum of 3 years of related experience; or any equivalent combination of related education, training, and experience.

An equivalent combination of education and experience may be substituted.

Essential Job Functions and Duties

Responsibilities include but are not limited to:

- Listens to concerns and complaints from all parties.
- Conducts investigations to gather relevant information.
- Helps all parties navigate complex criminal justice systems and processes.
- Act as a neutral party in disputes between all parties in the criminal justice process.

- Makes recommendations for improving government policies and practices.
- Advocates for fairness and equity in government decision-making.
- Maintains strict confidentiality and protects privacy of individuals.
- Promotes transparency and accountability in government operations.
- Communicates with government officials to resolve issues and promote positive change.
- Responsible for investigating and addressing delays related to policies, procedures, services, or other issues within the criminal justice process.
- Assist with the tracking of the Sanity Commissions cases, contacting psychologist assigned to cases as necessary and notifying Judges of inmates return from facility for competency hearing.
- Create organized systems to track cases throughout the criminal justice process and recommend appropriate interventions
- Attend virtual and in-person meetings.
- Coordinate with ADAs, IDOs, Judges and the Parish Jail to ensure participants collaborate prior to court appearances.
- Coordinate with ADA, IDO, Judges and the Health Administrator for the release of severely ill individuals in the custody of the Lafayette Parish Jail.
- Attend case conferences and stakeholder meetings, as needed.
- Maintain updated and accurate information in excel spreadsheets and online applications, as trained.
- Screening of incarcerated individuals at the Lafayette Parish jail to identify possible social and behavioral health resource needs.
- Coordinating with key justice and community partners to facilitate best resource connection upon re-entry.
- Develop an expertise in relevant evidence-based practices by attending trainings and other professional development opportunities.
- Demonstrate good judgment and offer valuable insight when analyzing challenging cases.
- Demonstrate high proficiency in Microsoft Office (Word, Excel, PowerPoint, and Access)
- Work on specialized projects, as required.
- Functional knowledge of community-based resources in and around the Lafayette Parish area.

Abilities, Skills, knowledge

- Desirable skills and knowledge include strong communication skills, attention to detail, knowledge of relevant laws and regulations, and a passion for helping people.
- Think independently, rationally, analytically, and critically
- Relate effectively to a variety of professionals and other individuals in a variety of contexts
- Motivate self and others to pursue and accept change to the status quo, when appropriate
- Tactfully manage the concerns of policymakers who sometimes have competing priorities
- Empathically listen to others
- Maintain a systemic perspective of the justice system
- Self-initiated and ability to work independently.
- Strong ethics.
- Ability to work independently with frequent interruptions, manage deadlines, and adapt to changes in workflow.
- Strong attention to detail and demonstrated ability to follow directions and apply established policies, procedures, and guidelines.
- Ability to learn proprietary applications and quickly learn to use various computer systems.

- Collect and synthesize existing and relevant research literature
- Analyze data using statistical procedures and tests
- Perform research, analysis, and writing
- Clearly and concisely communicate complex ideas orally and in writing
- Ability to interact and communicate (orally and in writing) with all levels of staff, court representatives, law enforcement representatives and program participants.
- Use word processing, spreadsheet, database, presentation, statistical, e-mail, and Internet software applications
- Develop and maintain electronic or paper documentation of short and long-term projects in an organized manner
- Consistently meet deadlines
- Convey to stakeholders a sense of professionalism, neutrality, and technical expertise
- Combine new information and data with existing information and data to inform recommendations for future actions
- Apply individual and group problem-solving and decision-making processes to novel situations
- Establish and maintain effective working relationships as necessitated by work assignments
- Perform duties with a minimal level of supervision
- Understand evidence-based best practices in adult corrections, prevention and treatment of violence, criminal behavior, mental health and substance use.
- Apply techniques for effective group facilitation and presentation.

Type of Work Environment

Work for this position is a full-time (40 hours per week) position. The vast majority of job functions will be carried out inside an office setting with visits to the Parish Jail and Courthouse.

How to Apply:

Qualified candidates are invited to submit their resume, a cover letter, and professional references to applicant@LafayetteLA.gov include "**Criminal Justice Liaison**" in the job interest subject line.