

CRIMINAL JUSTICE SPECIALIST/INVESTIGATOR III

This is professional and technical program, field or investigative work coordinating or providing services in a criminal justice program in the North Carolina Department of Justice.

Work may involve coordinating a program/area of specialty with statewide scope involving research and considerable complexity; coordinating field work to ensure compliance and interpretation of policies and procedures; conducting specialized investigative work in an assigned area with limited direction; or coordinating and teaching in a specialty area of criminal justice. Employees work with local, state and federal law enforcement agencies. Employees in this class are responsible for professional and independent work in one or more of the following areas: administrator of a statewide program with varied and unrelated functions, organizing and carrying out multiple professional, administrative and technical activities, conducting research, and gathering, analyzing and reporting related information; coordinating and conducting field work which could include complex audit of records and/or operations of assigned programs, interpreting and determining/revising policies and procedures, rules and regulations, and determining compliance and a course of action; conducting specialized investigative work which may include creative approaches to investigating circumstances surrounding an incident, gathering and analyzing applicable records and reports, gathering information from interviews, determining leads and directions, and summarizing and presenting information; or developing designing, coordinating and presenting all aspects of a law enforcement training program or courses(s). Work may involve determining compliance with program standards and approving, denying, revoking, or suspending a decision or activity, and coordinating the technical revision and implementation of the standards, processes and procedures. Work may also involve supervision of others. Employees exercise considerable independence and judgement in assignments, at times involving research. Work at this level involves more discretionary judgement in developing and interpreting policy, procedure, and program objectives. Work is reviewed for completeness through written reports and for overall effectiveness and through periodic conferences with the supervisor.

I. DIFFICULTY OF WORK:

Variety, Scope and Intricacy - Employees perform a variety of professional assignments within the assigned criminal justice program, with research, analysis of results, and determination of a course of action. Employees troubleshoot most problems associated with work processes, train/orient others in the program standards, and ensure quality control in administering program rules and regulations. Employees conduct original research, design program and/or training materials, draft program rules and regulations, and/or develop alternatives to issues in the assigned area. Problems encountered in gathering or processing criminal information data requires the employee to research the rules and regulations to determine a course of action and/or recommendations. Employees may supervise the work of others or serve as the technical expert in an assigned area. The variety of work will involve varying intricacy.

Subject Matter Complexity - Work requires a complete understanding of the rules and regulations governing the work, with some complexity in original research, and determining alternate investigative techniques. Work requires a complete understanding of the administration of the assigned program. Employees utilize a full understanding in explaining rules and regulations to the affected criminal justice/law enforcement community.

Guidelines - Program rules and regulations are available to employees for most work situations, however, employees are expected to investigate issues and alternative approaches to a work situation. Employees are expected to develop draft changes to the rules and regulations as needed. Employees are expected to troubleshoot, develop alternative methods, and research available statutes and resources. The assigned area of work may be governed by multiple laws and regulations at the state and federal level.

II. RESPONSIBILITY:

Nature of Instructions - Work assignments are typically self-generated and performed with considerable independence. Work objectives, assignments and deadlines are understood. When new rules, regulations or procedures are implemented, employees may jointly plan work with higher level personnel. Administrative direction is generally provided by a program supervisor. Employees may receive advice on new or unprecedented situations.

Nature of Review - Technical review is provided by higher level personnel through the review of work results, or when needed to troubleshoot a non-routine or sensitive matter. Work is usually performed independently with input from the supervisor on unusual results or problem situations.

Scope of Decisions - Employees work may affect a major segment or all of the criminal justice system and the general public. Employees' performance and accurate interpretation of results directly affect these individuals and the safety of the public.

Consequence of Decisions - Inaccurate decisions could result in immediate danger to the public if criminal justice information or cases are not handled accurately and in a timely manner.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Employees have frequent contacts with the general public, and local, state and federal law enforcement personnel. Work includes regular contacts with criminal justice personnel and programs, such as those in the community college system and local law enforcement agencies. Work may involve the supervision of others.

Nature and Purpose - Interactions with the general public are to gather/research information, investigate, educate or protect. Contacts with law enforcement and criminal justice agencies are to train, resolve work assignments and problems, to exchange information, and/or administer programs. Contacts with some law enforcement and criminal justice agencies involve resolving sensitive problems, investigation into violations, and assisting those agencies with compliance.

IV. OTHER WORK DEMANDS:

Work Conditions - Work is performed in an office setting where conditions are generally agreeable. Work may involve considerable travel to accomplish work, or the ability to lift and carry work materials.

Hazards - Employees are generally exposed to an office environment with limited hazards. Fieldwork may involve contact with law enforcement or criminal justice personnel, witnesses and others with some danger to the employee in unusual situations, such as interviewing a witness to a crime. Travel can involve hazardous weather conditions.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Thorough knowledge of the assigned program, processes and procedures. Considerable knowledge of criminal justice and law enforcement procedure, terminology, and personnel policies and practices. Considerable knowledge of research and standards applicable to the research or training area or project. Ability to interpret, apply, and communicate statutory regulations of the assigned area. Ability to analyze, interpret, revise, and implement policy and procedural guidelines. Ability to instruct and explain standards and procedures. Ability to plan and supervise/coordinate the work of others. Ability to establish effective working relationships, including seeking compliance with regulations. Ability to express oneself clearly and concisely in oral and written form. Ability to work independently and use sound judgement in making decisions.

Minimum Training and Experience Requirements - Graduation from a four-year college or university, preferably with a degree in criminal justice, sociology or closely related area, and four years of administrative or professional experience in criminal justice or law enforcement as it relates to the area of assignment; or completion of a two year degree in criminal justice or closely related area, and four years of administrative or technical experience in criminal justice or law enforcement as it relates to the area of assignment; or completion of high school or equivalent and eight years of progressive administrative or technical experience in criminal justice or law enforcement as it relates to the area of assignment; or an equivalent combination of training and experience.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.