

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: May 2005	CLASS TITLE: CRIMINAL JUSTICE COUNCIL LIAISON	CODE: 63523
	MAJOR AGENCIES: BCC (ADMINISTRATION)	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Management level in county government administration reporting directly to the Montgomery County Administrator responsible to coordinate and direct the activities of the Criminal Justice Council. Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>Coordinate and direct activities of the Criminal Justice Council. The Criminal Justice Council which consists, in part, of many elected officials; common pleas, juvenile, and municipal court judges, county commissioners and administrator, county sheriff along with municipal law directors, city managers, and police chiefs, provides leadership in setting goals and priorities for the Montgomery County criminal justice system. The Council facilitates coordination of local justice agency planning, reviews grant applications relative to the Justice Assistance Grants program and disseminates information to better support efforts to reduce crime and promote safer communities. The Council provides a forum to consider and resolve common policy and operational issues, thereby enhancing the effectiveness, coordination, and efficiency of all components of the Montgomery County criminal justice system. These activities include: Maintaining a good working relationship with and promoting the benefits of active participation with the Council to members of the criminal justice system; scheduling and facilitation of Executive Board, Council and other meetings; review and distribute meeting minutes; serve as a member of all subcommittees established by the Executive Board. Subcommittees currently exist in Domestic</p> <p>(Perform related duties as required)</p>	<p><u>Knowledge of</u> 5 (management), 11a (public relations), 13a (office practices and procedures), 13b (Agency Policies and Procedures)* 14 (Montgomery County government structure and process)*, 21 (Social Sciences – social welfare, human development), 23 (Law – Family, Criminal, Civil) 29 (equipment operation – personal computer); <u>Ability to</u> 30l (define problems, collect data, establish facts & draw valid conclusions), 32o (prepare meaningful, concise & accurate reports), 32u (prepare & deliver speeches before specialized audiences & general public). 34f (handle sensitive inquiries from & contacts with officials & general public).</p> <p>*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Associate Degree in Criminal Justice or equivalent and 5 yrs. supervisory level experience in the criminal justice system.	TRAINING & DEVELOPMENT:
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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
	<p>Violence, Criminal Justice Information System (CJIS), Grants Management, and Forms Standardization. Each subcommittee is assigned a chair person and is responsible for project recommendations to the Council for consideration and implementation. The Council Coordinator, along with the Chair, facilitates the subcommittee meetings and ensures that the group remains focused on their assigned tasks and complies with any time constraints. Maintain status and provide follow-up on issues brought before the council; research, document and prepare reports such as reports pertaining to jail overcrowding, grant management, violence intervention and prevention activities, strategic plan initiatives or on a wide variety of criminal justice related topics as may be requested by the membership;</p>	
2	<p>Seek out grant funding sources at the federal, state and local levels of government. Locate funding allocations that may be available from private corporations and foundations. Facilitate the Byrne Memorial and Violence Against Women Act funding process in Montgomery County and coordinate with the State Office of Criminal Justice Services.</p>	<p><u>Knowledge of</u> 5, 11a, 13a, 13b * 14*, 21, 23, 29 ; <u>Ability to</u> 30l, 32o, 32u, 34f.</p>
3	<p>Assist, as requested, members of the Council with special projects, grant applications, research or any other matters pertinent to the operation of the criminal justice system. (Perform related duties as required)</p>	<p><u>Knowledge of</u> 5, 11a, 13a, 13b * 14*, 21, 23, 29 ; <u>Ability to</u> 30l, 32o, 32u, 34f.</p> <p>*Developed After Employment)</p>

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