

**ARIZONA CRIMINAL JUSTICE COMMISSION  
1110 W. Washington, Suite 230, Phoenix, AZ 85007**

**PROGRAM PROJECT SPECIALIST I**

**AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY**

**Posting Date: Monday, July 28, 2014 – Friday, August 15, 2014  
Salary Range: \$35,000 - \$40,000 Location: Phoenix Grade: 18**

The Arizona Criminal Justice Commission (ACJC) has an exciting position available for a Program Project Specialist I. The ideal candidate will be a self-starter with good analytical skills and an eye for detail. The candidate will be working in and creating Excel spreadsheets as well as using other Microsoft Office software daily.

This position will be a direct report to the Crime Victim Services department; however, the candidate will also provide support in a lesser capacity to the Criminal Justice Records Improvement program and the Drug, Gang and Violent Crime Control program. This is a full-time opportunity with great benefits, an ideal work environment with free covered parking and front door access to public transit.

**CRIME VICTIM SERVICES PROGRAM**

The Arizona Criminal Justice Commission's (ACJC) Crime Victim Services area oversees and administers two key programs: the Crime Victim Assistance and the Crime Victim Compensation programs. The Crime Victim Assistance program provides grants to private non-profit or government agencies that deliver direct services to crime victims. The Crime Victim Compensation program is administered through ACJC but resides locally in each of Arizona's 15 county attorney's offices. The purpose of the Crime Victim Compensation Program is to assist innocent crime victims in Arizona with out-of-pocket expenses for crime-related medical treatment, mental health counseling, funerals, and wage loss.

**CRIMINAL RECORDS IMPROVEMENT PROGRAM**

The Criminal Justice Records Improvement program enhances the overall efficiency, accuracy, and timely accessibility to criminal history records and data for criminal justice practitioners at local, county and state levels. This area is supported through National Criminal History Improvement Program (NCHIP) and Criminal Justice Records Improvement Program (CJRIP) grants and works with stakeholders to assess, determine and develop implementation strategies for criminal history record improvement throughout the state. This program area also oversees the forensic crime laboratory and jail enhancement projects.

**DRUG, GANG AND VIOLENT CRIME CONTROL PROGRAM**

The Drug, Gang and Violent Crime program area is responsible for the administration of the Edward Byrne Justice Assistance Grant, Residential Substance Abuse Treatment for State Prisoners, and Special Prosecution programs. In addition to grant administration and monitoring responsibilities, this area also distributes Fill the Gap funds to county attorney and indigent defense offices in all 15 counties.

Under direction, the Program Project Specialist I position has responsibility for interpreting and implementing program regulations, monitoring and evaluating program progress and related activities; and performing related work as required.

**Essential Duties and Responsibilities:**

- ❖ Reviews and interprets regulations and laws applicable to the program assignment;
- ❖ Reviews existing management and operating procedures and recommends methods for improvement of program operations as required;
- ❖ Performs or assists with report data verification, data entry, and quality control;
- ❖ Gathers, interprets, and prepares data for studies, reports and recommendations;
- ❖ Coordinates department activities with other departments as needed;
- ❖ Assists in preparing operating procedures in manual form for use by stakeholders and others; and provides technical assistance or program guidance;
- ❖ Responsible for program administrative support tasks such as processing activity reports, generating program correspondence, and tracking compliance;
- ❖ Participates in field training relative to program regulations and procedures;
- ❖ Prepares reports; develops forms for use in the program; assists program manager in program evaluation and the development of program controls;
- ❖ Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and members of the public.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ❖ Skilled in interpreting and determining compliance with federal and state laws and agency regulations, policies and procedures as they pertain to grant administration
- ❖ Skilled in the use of Microsoft office software products such as Word, Access, Outlook, and PowerPoint
- ❖ Advanced skills in the use of Microsoft Excel
- ❖ Skilled communicator in both an oral and written context
- ❖ Ability to work with diverse stakeholders within and external to the agency
- ❖ Ability to understand the revenue/expenditure aspects of assigned operations and provide written summaries
- ❖ Ability to coordinate, analyze and utilize a variety of reports and records
- ❖ Working knowledge of database design, data quality, and the use of automated systems to retrieve and analyze data

A Bachelor's degree in criminal justice, public administration, business administration or a related field is preferred OR four years of progressively responsible and professional work experience in business administration, criminal justice, social science field. A professional level of correspondence, report writing, and spreadsheet operations is preferred. Knowledge of grant administration is a plus.

**All resumes must be received by 5:00 PM Friday, August 15, 2014.**