

## Lake County Criminal Justice Community Council

Job Title: Coordinator

### **Essential Functions:**

- Assist with community engagement which emphasizes two-directional participation between the CJCC and the community.
- Develop and enhance relationships with CJCC members and community representatives.
- Investigate opportunities to implement technology to gain efficiencies and to better serve the community.
- Demonstrate the ability to work with elected and appointed boards, justice impacted persons, and social service agencies to gain consensus, possess knowledge of methods of data collection and analysis covering all components of the criminal justice system, and be skilled in preparing and presenting reports and studies.
- Assists CJCC Chair, and committee chairpersons with the development and posting of agendas, meeting minutes, outcome measures, and other correspondence.
- Attends in-person and virtual meetings.
- Assists with formulating CJCC long and short-term goals and objectives.
- Working in Lake County Sheriff's Office and remote up to 35 per week

### **Knowledge Skills and Abilities Required:**

- Extensive knowledge of public and private criminal justice funding agencies and mechanisms, knowledge of Federal, State, and local policies, rules and regulations governing program funding and management, and knowledge of principles and practices of public sector and grant financial management.
- Exhibits excellent organizational skills, communication, and interpersonal skills.
- Knowledgeable of community's demographics and resources within Lake County.
- Valid Driver's License and car insurance
- Ability to travel and represent the Lake County Sheriff's Office at community functions.

### **Education and/or Other Requirements:**

- A Bachelor's Degree in criminal justice, social work, political science, public administration, public policy, business administration or related field
- At least six (6) years of progressively responsible professional work in a criminal justice or social service agency, or any equivalent combination of education and experience, is required.
- A Master's Degree or Law Degree is preferred
- Starting salary: DOQ