



ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

Job Title: Criminal Justice Specialist I- Opt 1
Closing Date/Time: Fri. 01/15/16 5:00 PM Central Time
Salary: \$3,969.0D - \$5,913.0D Monthly
Job Type: Full-Time
Location: Cook County, Illinois
Department: Criminal Justice Information Authority

Descriptions of Duties/Essential Functions:

Under general supervision participates in the review, examination, approval, implementation and monitoring of interagency agreements and contracts relating to federal and state grant programs; participates in preparing contracts, project amendments and related reports, relative to such programs. Assists in determining technical assistance needs and developing appropriate responses for different projects.

1. Reviews drafts of interagency agreements (including program description and budget) for accuracy and completeness. Participates in negotiating changes in draft interagency agreements.
2. Monitors the various grant programs to ensure compliance with state and federal guidelines, and all terms of the interagency agreement. Monitoring function is conducted both on-site with the grantee and through desk-monitoring of monthly progress reports. Analyzes fiscal reports from implementing agencies to assist in conducting follow-up to ensure conformity to requirements. Travels to conduct on-site monitoring.
3. Participates in compiling statistical and informational data for use in reports on various projects and assists in planning process; utilize various computer programs to access information.
4. Acts as a technical assistance resource for implementing agencies and develops appropriate responses to a variety of questions regarding budgetary options, status of agreements, and report preparation.
5. Provides general assistance to agency staff, local, state and federal agency representatives regarding a variety of subjects including available grant monies, program development, and connecting persons with other resources that would provide assistance and information. Answers routine correspondence.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.



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Minimum Requirements:

- Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, accounting or political science.
- Requires one year of professional experience in planning, development, implementation, and assessment of programs in criminal justice.
- Requires working knowledge of the criminal justice system and processes.
- Requires working knowledge of budget preparation and tracking of expenditures.
- Requires the ability to utilize Microsoft Office, including Access, Word, and Excel.

Must be proficient in analytical skills and oral and written communications. Position requires occasional overnight travel and a valid driver's license.

Work Hours & Location/Agency Contact:

Monday through Friday 8:30 a.m. to 5:00 p.m.

1 hour (unpaid) for lunch

Illinois Criminal Justice Information Authority 300 W. Adams St., Suite 200
Chicago, Illinois 60606
Fax: 312-793-1030

How to Apply:

Fax a Cover Letter, Resume and a CMS-100 Employment Application form to Maria Espindola at 312-793-1030 and/or email to: maria.espindola@Illinois.gov. Any questions, please contact 312-793-8550.

[View the employment announcement on the work.Illinois.gov website.](#)