

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

PROGRAM PROJECT SPECIALIST I

(This position is not covered by the State Merit System)

AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY

**Posting Date: Wednesday, August 8, 2012 – Wednesday, September 5, 2012
Salary Range: \$35,000 - \$40,000 Location: Phoenix Grade: 18**

The Arizona Criminal Justice Commission (ACJC) has an exciting position available in our Crime Victim Services department for a Program Project Specialist I. 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 – PURPOSE/OBJECTIVE

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

Essential Duties and Responsibilities:

- ❖ Reviews and interprets regulations and laws applicable to the program assignment;
- ❖ Interfaces with state governing bodies to assure proper interpretation of regulations;
- ❖ Assist in developing procedures and methods for local implementation of programs and services; recommends program standards, goals and policies; reviews existing management and operating procedures and recommends methods for improvement of program operations as required;
- ❖ 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;
- ❖ 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, Excel, Access, Outlook, and PowerPoint
- ❖ 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

An associate's degree in, business administration, criminal justice, social science or related field OR progressively responsible and professional work experience in a related field such as, bookkeeping, office organization and business administration. 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 Wednesday, September 5, 2012.

The Arizona Criminal Justice Commission is an Equal Employment/Affirmative Action/Reasonable Accommodation Employer. In compliance with the American with Disabilities Act (ADA), the Arizona Criminal Justice Commission will make reasonable accommodations during any and all phases of the selection process for a person with disabilities. Persons with such a disability may request reasonable accommodation, such as a sign language interpreter, by calling (602) 364-1147. Requests should be made as early as possible to allow sufficient time to arrange the accommodation.