



**Position Title:** Program Specialist – Criminal Justice  
**Reports To:** Director of Basic Training  
**Department:** School of Justice  
**Prepared By/Date:** Donna French/04-22-2011  
**Approved By/Date:** Dr. Hector Garcia/04-28-2011  
**Revised:**

**Job Code:** 4919  
**Job Group:** SNE  
**Salary Grade:** 9  
**FLSA Status:** Non-Exempt

### **Summary:**

This position administers mandated documentation of Reg XIV Trust Fund compliance; develops professional programs for law enforcement and corrections; maintains all FDLE instructor certifications; coordinates FDLE course audits, identification, scheduling, and support for instructional staff; reconciles regional trust funds; and distributes regional training calendar.

### **Essential Duties and Responsibilities:**

- Administers mandated documentation for State Reg XIV Trust Fund
- Maintains FDLE instructor documentation
- Reconciles law enforcement trust fund regional training expenditures
- Creates and distributes course announcements
- Provides course development for Registrar's Office
- Coordinates audits of FDLE documentation
- Supports instructional staff development
- Oversees general administration of office
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Possess high level skills in Microsoft applications, database management, spreadsheet, and graphic computer software applications
- Possess high level of interpersonal communication skills and attitude of teamwork, cooperation, and collaboration
- Possess high level of technology skills pertaining to this field
- Ability to use discretion in a highly confidential environment
- Ability to keep complex records, to assemble and organize data
- Provide high level detail oriented skills in providing accurate mandates for compliance
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree in Criminal Justice, Business Administration, or other discipline and two (2) years of related experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name