



JusticeCorps Specialist (Project Position)

Class Code:
4928

Bargaining Unit: Unrepresented - Non-management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Revision Date: Jan 22, 2009

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under general direction, to recruit and to train the members in the Bay Area JusticeCorps Program; to coordinate the program and to collaborate with the five partner courts, community service programs in several colleges and universities, and multiple community-based organizations and agencies throughout the Bay Area; and to perform other related duties as assigned.

This is a limited-term, grant-funded project position.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in this classification does not necessarily perform all the listed duties.

1. Recruits JusticeCorps members at partner university campuses; establishes work relationships with faculty and staff; identifies targeted student populations; represents the program at career fairs and holds information sessions; makes in-class and public speaking presentations on the program in the context of member recruitment and community outreach.
2. Assists in organizing, planning, scheduling and implementing JusticeCorps member community service days.
3. Coordinates the supervision of the daily activities of program members and designated student university representatives; assists in organizing, planning, scheduling and implementing the training and retention of members.

4. Coordinates the collection of timesheets, travel reimbursements and other required paperwork from the service sites in various Bay Area courts.
5. Facilitates meetings with court partners, partner universities and community-based organizations.
6. Assists in the compilation of program performance measurement data, preparation of status reports and input them into a web-based statistical reporting system; maintains a database to track member information, and a variety of reports and records.
7. Contacts applicants to schedule interviews and compiles application materials; and participates in the interview panels for the JusticeCorps member and JusticeCorps University Representative.
8. Acts as a lead worker in the absence of the Program Coordinator (JusticeCorps).
9. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Graduation from an accredited college or university with a Bachelor's degree in behavioral science, criminal justice, education, humanities, law, liberal arts, psychology, public administration, social science, sociology or other related field.

And

Experience: (May meet one of the four options.)

Either Option I

The equivalent to two years of experience in program planning, implementation, management and evaluation of an internship, fellowship, national or international service program or related experience in a non-profit organization or public sector. Familiarity with AmeriCorps, community service or civic engagement program is desirable.

Or Option II

Additional education in behavioral science, criminal justice, education, humanities, law, liberal arts, psychology, public administration, social science, sociology or other related field beyond the educational requirement may substitute for one year of full-time work experience.

Or Option III

Completion of a term of service as a JusticeCorps/AmeriCorps member or as a member of a similar national, international or community-based service program may substitute for work experience on a term for year basis.

Or Option IV

Completion of a term as a JusticeCorps Fellow, Capitol Fellow or a term in a similar Public Service Fellowship may substitute for the work experience.

KNOWLEDGE AND ABILITIES:

Knowledge of principles of program development and implementation; strategies for effective development and delivery of staff or volunteer training programs; AmeriCorps or other international, national or community service programs or volunteer placement practices; operation of office equipment, including personal computers, keyboard and mouse, fax machine and copier, word processing and database software.

Ability to motivate and lead college-aged volunteers; assist in coordinating program staff and operations; make sound and objective decisions; manage time in a heavy work schedule; prioritize assignments; establish rapport with and between judicial officers, court staff and the volunteers; facilitate individual problem recognition, identification and solution; make logical and sound conclusions based on evaluation of facts and conflicting information; prepare concise reports and maintain accurate records; make formal oral presentations; effectively communicate with people of diverse, socio-economic and ethnic backgrounds, languages and temperaments; operate modern office equipment and personal computer; and use specified computer applications, including word processing and spreadsheets.