



Community Justice Program Assistant



Limited-term contract position with benefits available with the City of Kansas City, MO, Community Justice Program. Hourly salary: \$12.50-\$15.38.

ABOUT THE JOB DUTIES: Responsible for clerical support, intake and data processing and other duties as assigned by an administrative superior of the Community Justice Program. Work involves the application of various research techniques and methods and/or volume intensive control procedures in the development and/or operation of administrative systems, programs, policies and practices. Work involves responsibility for performing specific duties, as assigned by an administrative superior, which requires access to confidential information. Work is evaluated through review of duties performed, results obtained and conferences with superior. The CJP is commissioned to evaluate and enhance public safety service delivery within the comprehensive municipal justice system with specific emphasis on accountability, efficiency, effectiveness, public understanding, victim's rights and reparations, offender recidivism, and societal re-entry.

QUALIFICATIONS: Should have the ability to: Work in non-traditional settings; Work non-traditional hours and frequently with confidential data that are needed to carry out responsibilities that are sensitive as well as highly confidential; Enter and maintain data relative to program management and operations; Compile monthly statistical reports for the CJP; Maintain administrative files; Collect and maintain up-to-date information on community resources; provide requested data and statistics; and present information, both oral and written, in a clear, concise, and in an interesting manner to individuals, groups and the general public.

EDUCATION AND EXPERIENCE: High school graduation and two (2) years of applicable experience working with high risk individuals between the ages of 16-40; or accredited Associate degree; Extensive experience working with MS Word, Excel & Powerpoint; or an equivalent combination of education and experience. English/Spanish bilingual ability preferred, but not required.

APPLICATION DEADLINE: April 7, 2008. Qualified applicants will be interviewed for immediate employment. The successful candidates will receive program training in: operational and management procedures, crisis intervention, mediation certification and resource development.

ADDITIONAL INFORMATION: The City of Kansas City, Missouri is an equal opportunity employer committed to a diverse workforce. The City of Kansas City, Missouri does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. FOR MORE INFORMATION, call (816) 513-3886/FAX: (816) 513-3830 APPLY ON-LINE: www.kcmo.org/aim4peace or download application and mail to the attention of Tracie Cole, CJP, 1101 Locust, Kansas City, Missouri 64106