
Justice Careers

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Career Planning

This text has been developed as one of many tools to be used in your effort to secure a position in the justice system or other areas. As we know, the first job can be the most difficult to attain. You may be in competition with many other applicants, some of whom have work experience that exceeds that of a recent college graduate. It is important that you present yourself in a favorable light and are able to effectively communicate the reasons for selecting your application over that of others. With this text, and a process of career research facilitated by the following links, you can begin to make informed choices about your career.

In addition to hundreds of links chosen to help you learn about career options, this text also provides information about the mechanics of the job search process. This process, although similar for many positions, may be confusing at first. The fact that you may go through this process many times before finding your ideal career path may not be particularly comforting. The good news is that this process becomes less intimidating with experience and although one can hope for quick success with a job search, in many cases the cliché about “looking for a job being the hardest job” is true. Armed with knowledge, and a relatively clear idea of where you want to be, the initial job search and the continual process of career planning can be a rewarding, and perhaps even enjoyable, experience.

Career development is a process that can take many years. The process has already begun as you select your major and courses. The process is active as you strive for the grades needed to help your application find its way to the top of the pile. The process of career development is also active as you imagine yourself as a justice system professional. For example, do you plan on a career in policing? If yes, where do you plan to begin and end? Will a career as a traffic patrol officer provide the level of career satisfaction you need, or do you intend to become the Chief of Police? Do you want to remain in your community or are you interested in a career that would involve relocation? Do you imagine a career working with youth who become involved with the juvenile justice system? Did you, like many others who major in criminal justice and related fields, choose your major because “it sounded interesting?”

The career planning process continues as you choose a position, in or out of the justice system, which allows continual career growth, advancement, and transferability of skills. Once that first position is gained you have the opportunity to learn, assess your goals and needs, and develop skills that will benefit you, your current employer, or other future employers. Work is an unavoidable reality for most of us. Those who are happiest in their career report that they are lucky to be paid to do something they enjoy.

The justice system includes a variety of career options and offers the opportunity for challenging and rewarding work. Clients of the justice system are often facing very difficult times and a caring criminal justice professional can play an important part in the individual's future. While justice professionals learn to take the good with the bad, many are driven to try to "make a difference" and receive many rewards from their careers. Many justice professionals have discovered that their careers are demanding while offering many rewarding experiences.

The process of choosing a career path can be very difficult, and can become quite stressful. Taking the time to learn about, and reflect on, a range of career options can reduce this stress. This text is intended to provide many opportunities to learn about careers. This text can be helpful for those who have narrowed their choices and those who are interested in the justice system but have not chosen a career path. In addition to traditional justice careers, the links and descriptions that follow will help you learn about many careers that include contact with the justice system, although many may not initially define these as "justice system careers."

Take the time to learn about career options. Even more important, take the time to learn about yourself. Actively consider your interests, research career choices, learn about the application process, and learn about the expectations associated with a variety of justice system careers. And finally, before we move to a discussion of career planning, think about the justice system as you move through various educational experiences. The negative, "nothing works" mentality of criminal justice education is one of our most significant failures. It can be challenging to imagine being a positive force in a system that has a good deal of momentum, not all of it positive. Those who are most troubled by the failures of the system, and who struggle with the idea that they can make a difference but will try anyway, are exactly the type of professionals our justice system needs.

Career development is a lifelong process that involves continual and consistent maintenance. Your interests, skills, and preferences change throughout your life. Of course, it is important to get that first job, but we know that most people change jobs, even careers, several times in their lives. Successful career planning is a continual process of self-assessment, occupational research, decision-making, working, and reevaluation.

Self Assessment

Career planning begins with self-assessment—learning who you are and what you can and want to do by evaluating your interests, skills, and values. Self-assessment tools, which pose a series of questions and identify potential career choices based on your answers, are available from most college and university career counselors as well as in bookstores and on the Internet. These self-assessment tools typically help you assess:

- Personal information—education, experience, achievements, personality factors, and interest in various activities
- Skills—abilities in such areas as athletics, analysis, management, communication, and persuasion
- Values—ranking work-related issues (such as job location, pressure, security, responsibility, teamwork, and wages) in order of importance.

Career Assessment Links

The following links include several “career assessment” tests. Of course, you should not base such an important decision on a simple test. These tests provide an opportunity for you to think about the things that most interest you as you think about career options. It may be helpful to think of these online assessments as “idea generators” rather than valid career assessments. Note that some of these tests are used as “hooks” to get you to visit a site that lists positions, generates leads, sells career guides, or provides other fee-based products or services. Inclusion of these links should not be interpreted as an endorsement of any of these sites. Reliable career assessment tests may also be available in the career resource center at your college or university and you are encouraged to take advantage of this resource.

Career Builder

<http://www.careerbuilder.com/JobSeeker/CRC/CareerAssessmentCenter.htm>

Career Key

<http://www.careerkey.org/>

College View

http://www.collegeview.com/career/career_planning/self_asses/assesstest.html

Future Proof Your Career

<http://www.futureproofyourcareer.com/page10.html>

Monster.com

<http://tools.monster.com/>

Online Career Assessment

http://www.workforce.org/generate/html/Job_Seekers/online_car_assess.html

Quintessential Careers

<http://www.quintcareers.com/>

Self-Assessment Resources

<http://www.rileyguide.com/assess.html>

Wet Feet

<http://www.wetfeet.com/research/assessment.asp>

Occupational Research

The second step in career planning is research. Make a list of the potential career choices identified by your self-assessment and other experiences. Include a list of any additional careers that you would like to know more about. Use this text and other sources to research job requirements, job characteristics, working conditions, duties, employment outlook, salaries, and methods of entry for each of the career alternatives. Read everything you can find and talk to people who are familiar with justice careers.

NETWORKING

Networking includes meeting new people (often through people that you know) who can give you information about careers, the job market, and specific positions. Broadening your acquaintance base to include solid professional contacts through networking builds long-term professional relationships that facilitate job hunting and professional development and enhance personal growth.

Developing a network is an integral part of job hunting; in some fields, networking is considered the most effective method of job searching and is the number-one way people obtain jobs. It has no time limit, nor does it end when you secure a position. Start developing contacts before you begin your career planning, and keep in touch with those contacts—they might hear of a job opening for you. Continue to keep in touch after you get a job—you may need to use your network again.

How do you begin networking? How do you establish contacts if you do not have any? Anyone can be a contact: the student who sits next to you in class, your parents' next-door neighbor, your doctor, your professor, previous supervisors, people with whom you have something in common (attending the same school, working out at the same gym, belonging to the same professional association, etc.). Join organizations and participate in local programs that are related to your area of interest.

One of the key elements of networking is talking to people about your career interests and goals. Most people are more than willing to share information. The majority will be flattered by the attention and truly want to help. Talk to the people you meet about what they do, their backgrounds, and their perspectives on the job market for their specialties. Widen your network by asking if they know anyone else with whom you might speak. Take advantage of any and every opportunity to build your network—talk to people while you are waiting in line, riding the bus, attending a seminar or playing golf. The other key element is follow-up. Keep your contacts apprised of your career status. Let them know about your latest career move or your progress in a new job. Remember that networking is a shared experience and that you can help others just as you have been helped.

INFORMATIONAL INTERVIEWS

Talk to people who are currently employed in a career field that you are interested in exploring. These conversations provide an excellent means of researching a particular job or position. Introduce yourself to the person you wish to talk to, either by calling or writing, and ask if you might have 30 minutes of time to discuss their job or position. Explain that you are gathering career information and ask for an appointment.

An informational interview can provide:

- ◆ An accurate portrayal of the career field you are investigating.
- ◆ Specifics about necessary skills, entry-level positions, and employment trends.
- ◆ Information about volunteer, part-time, or internship opportunities.
- ◆ Additional professional contacts.
- ◆ Increased confidence in interacting with professionals.
- ◆ Information about possible job openings.

Occupational Research Links

America's Career Infonet

<http://www.acinet.org/acinet/>

Bureau of Labor Statistics – Occupational Outlook Handbook

<http://www.bls.gov/oco/>

Career Center (Texas A&M)

<http://careercenter.tamu.edu/Students/S7/S7B.shtml>

Career Lab

<http://www.careerlab.com/>

Career Planning Research (New York)

http://www.labor.state.ny.us/working_ny/finding_a_job/career/advice.htm

Federal Hiring Practices

<http://www.usajobs.opm.gov/fhprocess.asp>

Homeland Security Careers

<http://www.usajobs.opm.gov/homeland.asp>

iSeek

<http://www.iseek.org/sv/index.jsp>

Path to Employment

http://www.workforce.org/generate/html/Job_Seekers/js_path_to_emp.html

Riley Guide

<http://www.rileyguide.com/>

StudentJobs.gov

<http://www.studentjobs.gov/>

Decision Making

The third step in career planning is making your career decision. Carefully review all of the information that you have gathered. For which of the careers that you researched are you best qualified emotionally, physically, and academically? Which are most appealing? Which are most likely to enhance your career development? List career choices in order of preference. Then begin your job search.

JOB SEARCH CHECKLIST

- ◆ Establish specific goals. Determine two or three potential career areas that are compatible with your values, skills, and interests.
- ◆ Prepare your search tools. Write a resume and practice your interviewing skills. Are you ready for your interview?
- ◆ Identify and research potential employers by utilizing different resources, such as the following:
 - Career development center
 - Deans/professors/other advisors
 - Professional associations
 - Trade organizations
 - Career library resources/texts
 - Internet sites
 - State/county employment offices
 - Newspaper classifieds
- ◆ Initiate contact with employers. Establish a mailing list of potential employers within the targeted fields you identified from your earlier research. Mail your resume with a focused cover letter and then follow up with telephone calls to request interview appointments.
- ◆ Follow up with each contact. Remember, follow-up is your responsibility.
- ◆ Get organized, and stay on schedule. Devote at least 20 hours a week to your job search.
- ◆ Develop a schedule and create a list of organizations, contact people, contact dates, and outcomes.

◆ Accept an offer—consider these factors when offered a position:

- Size of the organization
- Advancement potential
- Job security
- Entry level salary
- Travel/relocation requirements
- Salary potential
- Hours
- Geographical factors
- Formal training arrangements
- Education/fringe benefits

Conclusion

The process of career planning, when done properly, is very time consuming. Know who you are, what things interest you, and where you are in the process of career planning.

If you are just starting out as a criminal justice major you may not have many options as you work your way through core courses. The good news is that lower division courses typically provide a broad overview of career options. These courses may also give you an opportunity to write research papers. The research required to write these papers will allow a further examination of the justice system and the role of justice professionals.

Once you begin taking upper-division courses you will have more choices and can select elective courses that may help you identify career options or focus on options that have been selected. You will also have the opportunity to get involved with internships and volunteer service to the community. Each of these options can lead to a much clearer picture of the justice system, the various roles to be filled, and how you might fit into this system. You will also be able to help your community, which is probably trying to stretch a justice budget that falls far short of what is necessary to adequately meet demands. These volunteer opportunities can be found by checking with community agencies, talking to the internship coordinator in your department, and by joining the criminal justice club or other campus groups who are dedicated to community service.

As you near graduation you will need to become more focused on your search. A focused search, by an informed, prepared, and engaged student will be much more fruitful than one in which the job seeker relies on a limited number of resources. The following sections of this text include job descriptions and relevant links that can be used to help you learn more about career options in the justice system. This text is intended to be a valuable tool for all criminal justice students, regardless of which stage they currently occupy. Learn about careers, evaluate yourself and your options, and do all you can to prepare yourself for a rewarding career as a justice professional.

Law Enforcement Careers

As most criminal justice majors know, when people think about criminal justice careers they often think of police. We also know that a degree in criminal justice includes educational opportunities related to a variety of positions. What the general public, and many criminal justice majors, may not know is that law enforcement careers include a wide range of options.

Even the smallest communities are subject to the jurisdiction of state police, the county sheriff, and local police. Communities with large educational institutions also have campus police. State and federal agencies associated with parks and wildlife may provide another uniformed presence in many communities. We are also subject to the jurisdiction of numerous federal and/or state agencies responsible for the enforcement of laws related to drugs, firearms, workplace safety, financial transactions, and a wide range of other activities.

The following sections include brief descriptions of key agencies and the missions they perform. In many cases these descriptions have been provided by the agencies themselves. Learn more about the agencies and the range of employment options they offer by visiting the links included for each agency. We will begin with Federal agencies. Then we move to information about law enforcement agencies and careers at the local and state level.

General Links

Bureau of Justice Statistics

<http://www.ojp.usdoj.gov/bjs/>

Bureau of Justice Statistics – Occupational Outlook Handbook

<http://bls.gov/oco/ocos272.htm>

Community Policing Consortium

<http://www.communitypolicing.org/>

Federal Law Enforcement Statistics

<http://www.ojp.usdoj.gov/bjs/fedle.htm>

Federal Law Enforcement Training Academy

<http://www.fletc.gov/index.htm>

International Association of Women Police

<http://www.iawp.org/>

Law Enforcement Links Directory

<http://www.leolinks.com/>

NCJRS – Law Enforcement

<http://virlib.ncjrs.org/LawEnforcement.asp>

Office of Community Oriented Policing

<http://www.cops.usdoj.gov/>

Officer.com

<http://www.officer.com/>

PeaceOfficers.com

<http://peace-officers.com/>

PoliceEmployment.com

<http://www.policeemployment.com/>

State and Local Law Enforcement Statistics

<http://www.ojp.usdoj.gov/bjs/sandlle.htm>

Federal Law Enforcement Careers

Federal Agencies offer a variety of employment opportunities. The following is far from an exhaustive list as nearly every federal agency has law enforcement capabilities and those who work in these agencies perform many roles. These roles may be limited by subject matter, geographic area, or the protection of specific

assets. In other cases federal law enforcement positions include broad duties that cover many jurisdictions. Federal law enforcement positions may include standard "policing" functions, such as protection, prevention, arrest, and investigation. They may also include administrative, educational, community service, and other community-based activities.

Many federal agencies provide information about careers and often post current vacancies on their websites. In some cases these sites allow potential applicants to subscribe to a job alert service that will e-mail subscribers when positions become available. Another source for jobs with the United States Federal Government is "USAJOBS." Their site, which is found at <http://usajobs.opm.gov>, includes information on thousands of jobs and allows searchers to create and store a resume used for applying to federal jobs.

Alcohol, Tobacco, Firearms and Explosives

Description and Duties

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is a law enforcement agency within the U.S. Department of Justice. Its unique responsibilities include protecting the public and reducing violent crime. ATF enforces the Federal laws and regulations relating to alcohol and tobacco diversion, firearms, explosives, and arson. Formerly known as "The Bureau of Alcohol, Tobacco, and Firearms," the mission of this agency was expanded with the creation of the Department of Homeland Security.

Links

Bureau of Alcohol, Tobacco, Firearms and Explosives

<http://www.atf.gov>

ATF – Careers

<http://www.atf.gov/jobs/jobdescrip/statusagent.htm>

Capital Police

Description and Duties

The United States Capital Police provide security for the Capitol Building. In addition to the protection of lives and property, the Capital Police investigate

criminal acts and enforce traffic regulations throughout congressional buildings, parks, and thoroughfares. The Capital Police are also responsible for protecting Members of Congress, Officers of the United States Senate, United States House of Representatives, and their families. This protection role extends throughout the entire United States, its territories and possessions, and throughout the District of Columbia.

Links

United States Capital Police

<http://www.uscapitolpolice.gov>

Capital Police Careers

<http://www.uscapitolpolice.gov/apply.html>

Central Intelligence Agency

Description and Duties

The Central Intelligence Agency coordinates the nation's intelligence activities by collecting, evaluating and disseminating intelligence that affects national security. Their role may also include covert action at the direction of the President. The CIA also engages in research, development, and deployment of technology used for intelligence purposes. Due to their independence from other agencies the CIA also serves as an independent source of analysis on topics of concern. They also work closely with the other intelligence organizations to ensure that the best possible intelligence is provided to intelligence consumers.

Links

CIA

<http://www.cia.gov/>

CIA Careers

<http://www.cia.gov/employment/index.html>

CIA Careers – Student Opportunities

<http://www.cia.gov/employment/student.html>

Customs and Border Patrol

Description and Duties

The mission of the Border Patrol has been altered, and expanded, with the creation of the Department of Homeland Security but the primary focus of the Border Patrol remains unchanged---to detect and prevent the smuggling and unlawful entry of undocumented aliens into the United States and to apprehend those persons found in the United States in violation of the Immigration laws.

Links

Customs and Border Patrol

<http://www.cbp.gov>

Customs and Border Patrol Careers

http://www.cbp.gov/xp/cgov/enforcement/border_patrol/border_careers/

Customs Careers

http://www.customs.gov/xp/cgov/careers/customs_careers/

Bureau of Immigration and Customs Enforcement

<http://www.cbp.gov/xp/cgov/enforcement/ice/>

Department of State

Description and Duties

The Department of State has many positions that are related to criminal justice. The State Department employs special agents who work abroad to advise ambassadors on security issues and coordinate security programs. In the United States, agents investigate passport and visa fraud and protect the Secretary of State and visiting foreign dignitaries. The Department of State also employs security engineering officers who are responsible for technical and informational security at diplomatic and consular posts. Another career is that of "diplomatic courier." These couriers ensure the secure movement of classified U.S. Government material across international borders.

Links

U.S. Department of State

<http://www.state.gov/>

Department of State Career Options

<http://www.careers.state.gov/index.html>

Department of State Career Opportunities

<http://www.state.gov/m/ds/career/>

Drug Enforcement Agency

Description and Duties

The DEA enforces the controlled substances laws and regulations of the United States. The DEA's primary responsibilities include investigation and preparation for the prosecution of major violators of controlled substance laws operating at interstate and international levels, investigation and preparation for prosecution of those who perpetrate drug related violence in our communities, and management of a national drug intelligence program. Other primary responsibilities include oversight related to the manufacture, distribution, and dispensing of legally produced controlled substances; asset forfeiture; programs designed to reduce the availability of illicit abuse-type drugs on the United States market through non enforcement methods; and coordination, with other government agencies, of drug enforcement programs throughout the world.

Links

DEA

<http://www.usdoj.gov/dea/>

DEA Careers

http://www.usdoj.gov/dea/resources/job_applicants.html

DEA Community Relations

<http://www.usdoj.gov/dea/programs/training/part20.html>

Federal Bureau of Investigation

Description and Duties

FBI responsibilities include protecting the United States and its citizens from terrorist attacks, foreign intelligence operations and espionage, cyber-based attacks and high-technology crime, public corruption, global and national crime organizations, and significant white-collar and violent crime. This mission entails upholding the law through the investigation of terrorists and terrorist-related activity; protecting the United States from foreign intelligence activities; investigating violations of federal criminal law; providing leadership and law enforcement assistance to federal, state, local and international agencies; and providing the Executive Branch with information relating to national security. Positions with the FBI include computer specialists, crime scene specialists, linguists, fingerprint expert, intelligence research specialists, laboratory technicians, accounting professionals, and more.

Links

FBI

<http://www.fbi.gov/>

FBI Careers

<https://www.fbijobs.com/>

Bureau of Labor Statistics – Occupational Outlook Handbook

<http://stats.bls.gov/oco/ocos160.htm>

Fish and Wildlife Service

Description and Duties

Fish and Wildlife Service Officers are criminal investigators who enforce Federal wildlife laws throughout the United States. Their investigations may include activities such as surveillance, undercover work, making arrests, and preparing cases for court. These officers often work with other law enforcement authorities to enforce traditional migratory bird regulations and investigate major commercial activities involving illegal trade in protected wildlife. Some agents work at border ports where they enforce Federal laws protecting domestic and foreign wildlife species that enter into interstate and international commerce.

Links

Fish and Wildlife Service

<http://www.le.fws.gov>

Fish and Wildlife Service Careers

http://www.le.fws.gov/special_agents.htm

Federal Wildlife Officers Association

<http://www.fwoa.org/>

Immigration and Customs Enforcement

Description and Duties

The mission of the Immigration and Customs Enforcement agency is to prevent acts of terrorism by targeting the people, money, and materials that support terrorist and criminal activities. U.S. Immigration and Customs Enforcement, the largest investigative arm of the Department of Homeland Security, is responsible for identifying and shutting down vulnerabilities in the nation's border, economic, transportation and infrastructure security.

Links

Immigration and Customs Enforcement

<http://www.ice.gov>

Immigration and Customs Enforcement Careers

<http://www.ice.gov/graphics/careers/index.htm>

Internal Revenue Service

Description and Duties

Internal Revenue Service agents typically possess a combination of accounting and law enforcement skills. IRS agents investigate complex financial crimes associated with tax evasion, money laundering, narcotics, organized crime, and public corruption.

Links

IRS

<http://www.irs.gov/>

IRS Careers

<http://www.jobs.irs.gov/default.html>

IRS Law Enforcement Careers

<http://www.jobs.irs.gov/mn-LawEnforcement.html>

National Park Service

Description and Duties

Park police and uniformed guards are primarily responsible for the protection of park service properties in the capital region. While law enforcement positions are available in National Parks throughout the country, most positions are in urban areas. Park Rangers are located at facilities throughout the country and are responsible for education, property protection, law enforcement, and a wide range of administrative duties. The National Park Service is also responsible for coordinating fire management, prevention, and suppression.

Links

National Park Service

<http://www.nps.gov/>

National Park Service Careers

<http://www.nps.gov/personnel/>

National Park Service Fire Careers

http://www.nps.gov/fire/employment/emp_careers.html

NPS Digest

<http://data2.itc.nps.gov/digest/usajobs.cfm>

Postal Service Inspector

Postal Inspectors are federal law enforcement officers with investigative jurisdiction in all criminal matters involving the integrity of the mail and the security of the U.S. Postal Service. Postal Inspectors investigate criminal and civil violations of postal laws and protect the revenue and assets of the U.S. Postal Service. Inspectors carry firearms, make arrests, testify in court, serve subpoenas, and write comprehensive reports.

Links

United States Postal Service

<http://www.usps.com/websites/depart/inspect/welcome.htm>

USPS Careers

<http://www.usps.com/websites/depart/inspect/employmt.htm>

Secret Service

Description and Duties

The United States Secret Service is mandated by statute and executive order to carry out two significant missions: protection and criminal investigations. The Secret Service protects the President and Vice President, their families, heads of state, and other designated individuals. They also investigate threats and protect the White House, Vice President's Residence, Foreign Missions, and other buildings within Washington, D.C. The Secret Service also plans and implements security procedures for designated events. The Secret Service investigates violations of laws relating to counterfeiting of obligations and securities of the United States and lead investigations related to financial crimes that include, but are not limited to, access device fraud, financial institution fraud, identity theft, computer fraud, and computer-based attacks on financial, banking, and telecommunications infrastructure.

Links

United States Secret Service

<http://www.secretservice.gov>

Secret Service Careers

<http://www.secretservice.gov/opportunities.shtml>

United States Marshal

Description and Duties

The Marshals Service is involved in virtually every federal law enforcement initiative. They are responsible for judicial security, which includes day-to-day protection as well as participation in the design of federal courthouses to ensure the safety of the public and court personnel. The Marshals Service is also involved with fugitive investigations and executes more arrests warrants than all other federal law enforcement agencies combined. The Marshals office is the primary agency to apprehend fugitives that are wanted by foreign nations and believed to be in the United States. They Marshals Service also extradites fugitives who are apprehended in foreign countries and are wanted for prosecution in the United States. The Marshals service is also responsible for witness security, prisoner services, prisoner and alien transportation, managing and disposing of forfeited assets, and a range of addition duties.

Links

United States Marshals Service

<http://www.usmarshals.gov>

U.S. Marshals Service Careers

<http://www.usmarshals.gov/duties/index.html>

State and Local Law Enforcement Careers

The agencies listed below are active at the state or local level in many communities. In some cases their jurisdiction is limited to geographic or institutional boundaries. In other cases the agencies have specific responsibilities related to state property or activities performed at state and local levels.

In contrast to the federal agencies listed above, there is no single point of information for each agency. For example, the state police of every state maintain their own web site. The descriptions below provide an overview of job descriptions and duties. Links that follow each description provide information about each career, but it is not possible to include links to each agency. Consider these links as a sample of what is available. Once you look through these links you should have enough information to complete a web search for information that is more specific to your needs.

Another good source for career information is the U.S. Department of Labor's Bureau of Labor Statistics site (<http://www.bls.gov>). This site includes searchable information on many careers and includes job descriptions, salary ranges, and other information about career options. This site also includes the Occupational Career Handbook (<http://www.bls.gov/oco/home.htm>), which provides detailed information on many law enforcement careers.

Campus Police Officer

Description and Duties

Campus police officers have limited jurisdiction. Their primary role is to provide security for faculty, staff, students, and visitors within an assigned area of the University campus. Campus police may provide escort services and other public assistance to the campus community. Officers also perform routine security and public safety patrol duties and may also be responsible for investigating issues related to asset loss on campus. Campus police patrol the campus on foot, bicycle, or motorized vehicles. Depending on campus regulations, these officers may carry firearms and may be active involved in the investigation of crimes that occur on campus.

Links

International Association of Campus Law Enforcement Administrators

<http://www.iaclea.org/>

Security on Campus

<http://www.securityoncampus.org/>

Campus Law Enforcement Statistics

<http://www.ojp.usdoj.gov/bjs/cample.htm>

Fish and Game Officer

Description and Duties

Fish and game officers enforce laws and regulations designed to protect and conserve fish and wildlife. Game wardens warn, cite, and arrest individuals suspected of violations. They may also seize the fish, game, and equipment

connected with the violation. These officers also collect information and report on the condition of fish and wildlife. Duties may also include hunter education, rescue, monitoring of environmental hazards, and a range of other activities.

Links

North American Wildlife Enforcement Officers Association

<http://www.naweo.org/>

Federal Wildlife Officers Association – State Links

<http://www.fwoa.org/links.html>

Motor Carrier Enforcement

Description and Duties

Each state has its own criteria for enforcement of the laws regulating the trucking industry. Motor carrier enforcement officers are also charged with enforcing federal regulations. These regulations are primarily concerned with safety on the highways. Other concerns may include the protection of revenue and agricultural resources. Weigh stations along major highways are the most obvious presence of motor carrier enforcement. These weigh stations are designed to verify that tractor-trailer units do not exceed the maximum gross weight or axle limitations. Vehicles and paperwork are also inspected to be sure that all inspections, safety logs, and other required documentation is in order. Enforcement officers also patrol highways and can stop vehicles for inspection, either randomly or for cause. Motor carrier enforcement and inspection agencies are often a branch of the State Police. In other states these agencies are independent or are included in the Department of Transportation or other agency.

Links

Federal Motor Carrier Safety Administration

<http://www.fmcsa.dot.gov/aboutus/aboutus.htm>

Iowa Department of Transportation

<http://www.dot.state.ia.us/mvd/omve/>

Kansas Highway Patrol

http://www.kansashighwaypatrol.org/co_mci.htm

Police Officers and Detectives

Description and Duties

Police officers in municipal police departments of various sizes, small communities, and rural areas have general law enforcement duties including maintaining regular patrols, traffic patrol, and responding to service calls. Agencies are usually organized into geographic districts, with uniformed officers assigned to patrol a specific area, such as part of the business district or outlying residential neighborhoods. Officers may work alone, but in large agencies they often patrol with a partner. In large departments, officers are typically assigned to a specific type of duty. Some police officers specialize in such diverse fields as chemical and microscopic analysis, training and firearms instruction, or handwriting and fingerprint identification. Others work with special units such as horseback, bicycle, motorcycle or harbor patrol, canine corps, or special weapons and tactics, or emergency response teams. Police officers and detectives write reports and maintain meticulous records used to assist in the prosecution of crimes.

Links

Bureau of Labor Statistics – Occupational Outlook Handbook

<http://www.bls.gov/oco/ocos160.htm>

Officer.com

<http://www.officer.com/>

CopsOnline.com

<http://www.copsonline.com/>

Sheriff and Deputy Sheriffs

Description and Duties

The Sheriffs' department typically enforces laws within a jurisdiction limited to county boundaries. The County Sheriff is typically an elected position. Deputies are uniformed officers who work for the Sheriffs' department. These departments tend to be relatively small, most having fewer than 25 sworn officers. Various county agencies, along with governing bodies, determine whether jurisdiction overlaps within city limits, on campus, on interstates, and other places in the county. In some cases county deputies cover all areas while in other cases their jurisdiction is limited to rural and other unincorporated areas of the county in which they are

located. The Sheriff is often responsible for maintaining facilities that are used for the temporary housing of local prisoners. As such, this law enforcement position may also have corrections related responsibilities.

Links

United States Deputy Sheriff Association

<http://www.usdsa.com/>

National Sheriffs Association

<http://www.sheriffs.org/>

American Deputy Sheriffs Association

<http://www.deputysheriff.org/>

Corrections.com – County Sheriff's Offices

<http://www.corrections.com/links/viewlinks.asp?cat=4>

State Police

Description and Duties

State police officers have statewide jurisdiction over criminal and traffic laws. State police, who may also be known as troopers or highway patrol, issue traffic citations to motorists who violate the law. They also respond to traffic accidents and investigate the cause of accidents. In addition to highway patrol, state police officers investigate crime, perform court-related duties, and work in administrative or other assignments.

Links

Directory of State Patrol and State Police

<http://www.statetroopersdirectory.com/>

National Troopers Coalition

<http://www.ntctroopers.com/>

Officer.com – Links to State Agencies

<http://search.officer.com/agencysearch/>

Corrections Careers

Correctional agencies serve victims, offenders, and the community. In recent years the justice system has moved from rehabilitation to crime prevention and reduction. Retribution and punishment have always been key themes in corrections, as has the key goal of incapacitation. Efforts toward rehabilitation continue, and many career options are centered on this goal, but there is no denying that the goals of corrections have shifted as the system has adopted increasingly punitive responses to crime.

Corrections careers are found in a variety of federal, state, and local agencies. Unlike law enforcement, where job duties can range significantly from one agency to another, corrections careers are similar at each governmental level. The following job descriptions provide general information about careers in corrections. Before moving to these descriptions, here are a few general links of interest.

General Links

Federal:

Federal Bureau of Prisons

<http://www.bop.gov/>

Federal Bureau of Prisons - Directory

<http://www.bop.gov/facilnot.html#fac>

Federal Resource Center for Children of Prisoners

http://www.cwla.org/programs/incarcerated/cop_03.htm

United States Sentencing Commission

<http://www.ussc.gov/>

State:

Correction.com – Directory of State Agencies

<http://www.corrections.com/links/viewlinks.asp?Cat=5>

NIC – Directory of State Corrections Agencies

<http://www.nicic.org/Misc/DOCWebSiteDirectory.aspx>

Local:

Corrections.com

<http://www.corrections.com/links/viewlinks.asp?Cat=4>

Associations and General Information:

American Correctional Association

<http://www.aca.org/>

American Jail Association

<http://www.corrections.com/aja/index.shtml>

Corrections Connection

<http://www.corrections.com>

International Community Corrections Association

<http://www.iccaweb.org/>

International Corrections and Prisons Association

<http://www.icpa.ca/>

JUSTNET - Justice Technology Information Network

<http://www.nlectc.org/>

National Institute of Corrections

<http://www.nicic.org/>

NIC - Links to State Corrections Agencies

<http://www.nicic.org/Misc/DOCWebSiteDirectory.aspx>

PrisonsandJails.com

<http://www.prisonsandjails.com/>

The Sentencing Project

<http://www.sentencingproject.org/>

United States Sentencing Commission

<http://www.ussc.gov/>

Correctional Careers Information

Case Manager

Description and Duties

Case managers counsel inmates, evaluate inmate behavior and progress, and help inmates prepare for release from incarceration. Case managers plan education and training programs to improve offenders' job skills. They may also provide coping, anger management, and drug or sexual abuse counseling. Case Managers may also work in parole or probation agencies as they develop plans for release and parole. In some states the job of case manager overlaps with that of "treatment specialists" or other mental health professionals.

Links

American Association for Correctional Psychology

<http://www.eaacp.org>

Bureau of Labor Statistics – Occupational Outlook Handbook

<http://www.bls.gov/oco/ocos265.htm>

Mental Health in Corrections Consortium

<http://www.mhcca.org/>

Classification Officer

Description and Duties

Prisoner classification officers interview inmates, compile social and criminal histories, and recommend rehabilitation services. The prisoner classification interview includes an examination of the prisoner's attitudes, mental capacity, character, and physical capabilities. This interview also provides an opportunity to explain prison rules and regulations. Most states have systems that place inmates based on "levels" or other classifications. Placement in a particular level has implications regarding recreation, time out of cells, and other issues involving inmate contact. Correctional facilities also seek to minimize conflict by identifying relational situations between inmates that would likely result in conflict. Classification officers make determinations about the appropriate placement level and seek to identify potential conflicts so prisoners can be placed in a safe environment that minimizes stress on the institution.

Links

Bureau of Labor Statistics – Occupational Outlook Handout

<http://www.bls.gov/oco/ocos265.htm>

Handbook for Evaluating Objective Prison Classification Systems

<http://www.nicic.org/pubs/1992/010675.pdf>

Community Corrections

Description

In response to increasing costs of incarceration and prison construction, and a recidivism rate that point out the failure of incarceration, criminal justice professionals continuously work to perfect or create corrective rehabilitation programs to administer to offenders in lieu of incarceration. Community Corrections programs evolved from these needs. These community-based agencies administer programs that divert non-violent offenders from prison. These programs include probation, intensive probation, electronic monitoring, and other alternatives. Programs are coordinated by local courts and correctional agencies and may be run by governmental and/or private agencies.

Links

Community Justice Exchange

<http://communityjustice.org/home.asp>

Community Resources for Justice

<http://www.crjustice.org/index.html>

International Community Corrections Association

<http://www.iccaweb.org/>

Correctional Administrator

Description and Duties

Correctional administrators oversee the operations of prisons and provide leadership, supervision and staff training. Prisons have a hierarchical leadership structure similar to that found in the military. Ranks in the correctional system typically start at Officer, then Sergeant, Lieutenant, Captain, and finally Warden. Other administrative ranks may include unit managers, who may be responsible for the oversight of a group of cells, sometimes known as "pods." Senior corrections administrators may be responsible for everything from formulating policies, goals and objectives, to communicating with the press and general public. Correctional Administrators may also represent prison interests in litigation matters.

Links

American Correctional Association

<http://www.aca.org/>

Association of State Correctional Administrators

<http://www.asca.net/>

Corrections.com

<http://www.corrections.com/>

Correctional Management Institute

<http://www.shsu.edu/cjcenter/CMIT/>

International Corrections and Prisons Association

<http://www.icpa.ca/>

National Institute of Corrections

<http://www.nicic.org/>

Correctional Educator

Description and Duties

Correctional educators may be found working in settings that include prisons, jails, juvenile justice facilities, and various community based settings. The programs they teach include instruction in academic, vocational, life skills, parenting, English as a second language, literacy, and post-secondary education. Inmates are often able to earn the General Education Degree while in prison. Many states require that prisoners engage in some form of educational programming. Correctional educators include professionals contributing as researchers, teachers, vocational instructors, counselors, administrators, librarians, and more. Their employers may be from the federal, state, or local level and can be either private for profit or private non-profit agencies. In most cases correctional educators are required to be licensed educators in the state in which they teach.

Links

Correctional Education Association

<http://www.ceanational.org/>

Correctional Education Links

http://www.nwlincs.org/correctional_education/home.htm

National Institute for Correctional Education

<http://www.iup.edu/nice/>

U.S. Department of Education – Office of Correctional Education

<http://www.ed.gov/offices/OVAE/AdultEd/OCE/index.html>

Correctional Health Care Professional

Description and Responsibilities

Along with the typical healthcare issues found in the general population, correctional healthcare professionals work in a closed system in which healthcare problems can spread quickly. These professionals may also be confronted with a higher incidence of HIV, substance abuse, and mental health problems. Prison healthcare facilities typically address systemic problems and care for prisoners with chronic and/or minor health issues. More serious problems may result in transfer to local hospitals. As prisoners may remain confined through the end of their lives, hospice care may also be provided.

Links

American Correctional Health Services Association

<http://www.corrections.com/achsa>

Corrections Healthcare Network

<http://www.corrections.com/healthnetwork/>

Institute for Criminal justice Healthcare

<http://www.icjh.org/>

National Commission on Correctional Health Care

<http://www.ncchc.org/>

National Prison Hospice Association

<http://www.npha.org/abtnpha.html>

Society of Correctional Physicians

<http://www.corrdocs.org/>

Correctional Officer

Description and Duties

Correctional officers oversee individuals who have been arrested and are awaiting trial or who have been convicted of a crime and sentenced to serve time in an adult or juvenile correctional facility. Along with correctional administrators, these officers maintain order and enforce the institution's rules and regulations. Correctional officers have the closest level of contact with inmates and as such, are in the best position to observe activity that is against the law or in conflict with institutional rules. These officers may be responsible for searching inmates and their living quarters for weapons or drugs and are expected to enforce discipline within the facility. Correctional officers also settle disputes between inmates, enforce safety regulations, and accompany inmates during transfers between cells and other institutional facilities.

Links

American Jail Association

<http://www.corrections.com/aja/index.shtml>

Bureau of Labor Statistics – Occupational Outlook Handbook

<http://www.bls.gov/oco/ocos156.htm>

USA Jobs

<http://www.usajobs.opm.gov/>

Inmate Transition Officer

Duties and Responsibilities

Inmate transition officers help inmates, and often their families, plan for successful reentry in to the community. They teach inmates who are scheduled to be released about job search strategies and may assist in the job placement of recently released individuals.

Links

UNICOR – Inmate Transition Branch

<http://www.unicor.gov/placement/ipprogram.htm>

Legal Specialist

Description

The constitution guarantees prisoners the right to court access. However, some departments or individual facilities have adopted policies that restrict this access. Efforts to restrict access are often based on the perception that prisoners file frivolous lawsuits. While the cumulative cost of these suits can be significant, there are many ways to reduce these costs while maintaining access to the courts. Inmates typically do not have legal representation while in prison even though they remain involved with appeals and other issues related to their cases. Inmates also keep ties to the outside world and may need assistance with legal questions related to family, property, and other issues. Many correctional institutions employ legal specialists who provide legal research to prisoners. Institutions have recognized the advantages of employing legal assistants who can help prisoners learn more about their options when faced with a grievance. Prison legal specialists help resolve disputes, provide assistance with legal research, file motions, and assist with other legal issues.

Links

LII – Corrections Law Materials

<http://www.law.cornell.edu/topics/corrections.html>

Prison Activist Resource Center

<http://www.prisonactivist.org/>

Prison Law Office

<http://www.prisonlaw.com/>

Librarian

Duties and Responsibilities

Correctional librarians direct library programs for residents and staff of prisons and other residential correctional facilities. In addition to administrative duties associated with the management and staffing of traditional libraries, correctional librarians address access and security issues that are different from those found in traditional library settings. As with any library, the librarian selects books and other library materials according to the educational background and special needs of residents.

Links

Prison Librarianship Clearinghouse

<http://www.seorf.ohiou.edu/~xx132/>

American Library Association

<http://www.ala.org/ala/ascla/asclapubs/interface/archives/contentlistingby/volume25/successprisonlib/howsuccessful.htm>

Pretrial Services

Duties and Responsibilities

Concerns about jail overcrowding and the discriminatory impact of bail have motivated many jurisdictions to adopt alternatives. Pretrial programs have been established in rural, suburban, and urban areas and are used in probation departments, court offices, and local jails. These programs are administered by governmental as well as independent or private agencies. Most of these programs rely on supervised pretrial release programs in which defendants are released to their communities, although closely monitored, on their promise to adhere to certain court-ordered conditions.

Links

National Association of Pretrial Services Agencies

<http://www.napsa.org/>

Pretrial Services Resource Center

<http://www.pretrial.org/>

Prison Industries Staff

Duties and Responsibilities

Many prisons have on-site industries that produce furniture, clothing, and other saleable goods or services. Professionals in these facilities perform supervisory and training duties similar to that found in traditional factories housed outside prison walls. Correctional facilities also rely on inmate labor in kitchen, maintenance, and

other areas and may also have maintenance agreements with other state agencies. Although these industries have been the subject of controversy, and workers are compensated at very low levels, these industries provide the opportunity to learn skills that can translate to employment on release. In addition to levels of supervision and training similar to that found in any manufacturing setting, correctional settings create additional concerns related to security.

Links

National Correctional Industries Association

<http://www.nationalcia.org/>

NCIA – Links to State Correctional Industries

<http://www.nationalcia.org/indlinks2.html>

U.S. Department of Justice – Federal Prison Industries

<http://www.unicor.gov/>

Probation and Parole Officer

Description and Duties

The job of parole and probation officer is often combined and the duties are similar. Probation officers supervise people who have been placed on probation as an alternative to incarceration. Parole officers supervise offenders who have been released from prison on parole. In each case the officer is charged with ensuring that the offender complies with the conditions of their probation or parole. These justice professionals supervise offenders through personal contact with the offenders and their families. Offenders may be required to wear an electronic device so that probation officers can monitor their location and movements. In other cases a strict schedule is imposed and the officer can monitor activity through random visits to the home, workplace, and other locations. Officers often arrange substance abuse counseling, education, job training, housing, and other community-based services. Probation officers also serve the courts by investigating the background of offenders brought before the court, writing pre-sentence reports, and making sentencing recommendations.

Links

American Probation and Parole Association

<http://www.appa-net.org/>

Bureau of Labor Statistics – Occupational Outlook Handbook

<http://www.bls.gov/oco/ocos265.htm>

National Association of Probation Executives

<http://www.napehome.org/>

Pretrial Services Resource Center

<http://www.pretrial.org/>

Serious and Violent Offender Reentry Initiative

<http://www.ojp.usdoj.gov/reentry/>

United States Parole Commission

<http://www.usdoj.gov/uspc/parole.htm>

Recreational Coordinator

Duties and Responsibilities

Recreational coordinators identify inmate recreation and sports interests and plan for equipment, facility, and personnel needs. These justice professionals define and implement programs that seek to address inmate social and recreational needs. In some facilities teams play an intramural league schedule with local teams that visit the facility for games. Recreational coordinators may also be responsible for coordinating inmate participation in arts and crafts and other hobbies.

Links

National Correctional Recreation Association

<http://www.strengthtech.com/>

Prison Service Sports Association

<http://www.pssa.org.uk/>

Security Intelligence Officer

Description and Duties

Security intelligence officers collect and analyze information gained through informants and observation. These officers monitor the activity of prison gangs and others who pose a threat to institutional safety and security. These officers gather intelligence to proactively prevent violence and the introduction of narcotics and dangerous contraband. Security intelligence officers often work cooperatively with other justice agencies. These officers may also be part of a “Security Threat Group” that has been trained in the use of lethal and non-lethal responses to problems in prison settings.

Links

JUSTNET – Links to Security Threat Group and gangs

<http://www.nlectc.org/links/ganglinks.html>

Gang and Security Threat Group (Florida)

<http://www.dc.state.fl.us/pub/gangs/>

Security Threat Group Information (Massachusetts)

<http://www.mass.gov/doc/GANG/gang1.htm>

Court Careers

Courts are categorized by role, geography, and governmental level. In the United States courts have federal, state, and local jurisdiction. Courts are also categorized by role, with family, bankruptcy, criminal, and other distinctions regarding caseload. Court cases are also categorized as civil or criminal. Different courts, and procedures, apply for each category of cases.

Courts play a major role in the criminal justice system as they provide a forum for presenting evidence and applying the law in ways that protect constitutionally guaranteed processes. Courts provide a controlled forum for resolving disputes. Courts also play a major role in public policy as they decide questions regarding key social issues.

The court system offers careers that overlap with duties and roles more often associated with law enforcement and corrections. Careers are available for people with high school diplomas as well as those with law degrees and other advanced education. Work in the courts can provide a challenging and rewarding career experience that includes a range of responsibilities.

As with previous sections of this text, the following links provide information about careers in the courts. Many of the links provide information about specific careers. Links to specific job listings are not included. Use these links to learn about careers and to assess whether these careers would provide you with a rewarding work experience.

General Links

Center for Alternative Sentencing and Employment Services

<http://www.cases.org/>

Center for Court Innovation

<http://www.courtinnovation.org/>

Council for Court Excellence

<http://www.courtexcellence.org/>

National Center for State Courts

<http://www.ncsconline.org/>

NCJRS – Courts

<http://virlib.ncjrs.org/Courts.asp>

Court Career Information

Arbitrator

Description and Duties

Arbitrators are typically attorneys or businesspersons with expertise in a particular field, although training and experience can vary widely. In arbitration, the disputants submit their dispute to one or more impartial arbitrators. After hearing all testimony and comments the arbitrators are empowered to render a final and binding decision. Arbitration is less formal and often quicker than a traditional court proceeding. In most cases the issues to be resolved by arbitration, the scope of the relief to be awarded, and many of the procedural aspects of the process are determined by the parties prior to arbitration. Since the parties have agreed to be bound by the decision of the arbitrator the findings are usually not reviewed by the courts.

Links

American Arbitration Association

<http://www.adr.org>

Association for Conflict Resolution

<http://www.acrnet.org/>

Arbitration Development Program

<http://www.mediate.com/acrworkplace/pg44.cfm>

Attorney

Description and Duties

Attorneys serve as advocates or advisors for their clients. They play a variety of roles in the justice system. In criminal courts, attorneys function as representatives of the state, the accused, or other parties to the case. Roles of the district and defense attorneys are discussed below. In general, attorneys assist the finder of fact, either a judge or jury, identify facts and precedent that can be used in rendering a decision. Lawyers often specialize in a specific area of the law and may perform a relatively narrow role. In other cases, and this can be dependent on the size of the community in which the attorney practices, the attorney acts as a "general practitioner" and assists clients with a range of legal issues.

Links

American Bar Association

<http://w3.abanet.org/>

American College of Trial Lawyers

<http://www.actl.com/>

Association of Trial Lawyers of America

<http://www.atla.org/>

Bureau of Labor Statistics – Occupational Outlook Handbook

<http://bls.gov/oco/ocos053.htm>

Trial Lawyers for Public Justice

<http://www.tlpj.org>

Clerk of the Court

Description and Duties

Court clerks manage revenue collections and are responsible for records management, public relations and other aspects of court operation. The Clerk of the

Court also performs clerical duties, manages the court docket, and manages many documents containing information for the judge, the attorneys, and other court participants. In some jurisdiction the clerk is elected, although this is increasingly being defined as an appointed position.

Links

CareerPlanner.com

<http://www.careerplanner.com/Job-Descriptions/Court-Clerks.cfm>

Federal Court Clerks Association

<http://www.fcca.ws/>

National Center for State Courts

<http://www.ncsconline.org/>

U.S. Courts

<http://www.uscourts.gov/>

Court Administrator

Description and Duties

Court Administrators assist the judge with the court calendar, case flow, and many other duties. In most courts the judge has many administrative duties that can include record keeping, personnel, scheduling, and many other duties that require a different set of skills than are used while on the bench. Court administrators typically have administrative experiences that enable them to assist the judge in a range of management functions.

Links

Judicial Management Institute

<http://www.jmijustice.org/>

National Association for Court Management

<http://www.nacmnet.org/>

NCSC Court Management Program

http://www.ncsconline.org/D_ICM/icmcmp/icmcmp.html

Court Interpreter/Translator

Description and Duties

As national demographics change, the court system is faced with interpretation and translation issues that must be addressed in order to assure a fair trial process for all participants. Over the last decade a number of state court systems have instituted education and certification programs and have prescribed codes of professional responsibility for court interpreters. In a role that may overlap with that of the court reporter, court translators also provide closed-captioning and real-time translation for deaf and hard-of-hearing participants.

Links

NCSC – Court Interpretation

http://www.ncsconline.org/D_Research/CourtInterp.html

Bureau of Justice Statistics – Occupational Outlook Handbook

<http://bls.gov/oco/ocos175.htm>

Court Reporter

Description and Duties

Court transcripts are extremely important documents and accurate reporting of court processes is essential. Court reporters document all words spoken by the participants of all court proceedings. Using a variety of tools, court reporters prepare verbatim transcripts of all statements. Court recording methods include electronic recording, non-electronic methods, or a combination of the two. In addition to reporting court proceedings, reporters generate transcripts of depositions, interrogatories, and other pretrial proceedings.

Links

National Court Reporters Association

<http://www.ncraonline.org/>

United States Court Reporters Association

<http://www.uscra.org/>

Defense Attorney

Description and Duties

Criminal defense attorneys may work for the federal, state or local government or for private law firms. They defend the accused in criminal or civil court. Although they are often criticized for defending the “indefensible,” defense attorneys serve all citizens by working to assure that procedural rules are followed so defendants receive a fair trial.

Links

Criminal Defense Lawyer Associations

http://www.cacj.org/links_other_criminal.htm

National Board of Trial Advocacy

<http://www.nbtanet.org/>

National Legal Aid and Defenders Association

<http://www.nlada.org/>

District/Prosecuting Attorney

Description and Duties

Prosecutors work for the government in enforcement of federal and state statutes that define the criminal code. During trials the Prosecutor represents the state in the case against the defendant. Prosecutors generally work for the District Attorney’s office of the state or county. The District Attorney is a powerful player in the justice system and makes decisions about whether to try an individual for a crime. This can be a very political job and is typically an elected position.

Links

United States Attorney General

<http://www.usdoj.gov/>

International Association of Prosecutors

<http://www.iap.nl.com/>

National College of District Attorneys

<http://www.law.sc.edu/ncda/index.htm>

National District Attorneys Association

<http://www.ndaa.org/index.html>

Judge

Description and Duties

Judges preside over trials or hearings. They hear the evidence as presented by attorney, witnesses, and the parties. Judges also rule on the admissibility of evidence and the methods of conducting testimony. The judge is responsible for resolving disputes regarding evidence and procedures in an effort to assure a fair process. The duties of judges vary according to the extent of their jurisdictions and powers. Judges have jurisdictions that may be limited to geography or subject. For example, federal judges may hear cases from anywhere in the country or may be restricted to cases that originate in the judge's circuit. Other judges may only hear cases in bankruptcy, family, or other subject specific courts. Judges can be elected or appointed and in most cases a legal degree is required. Local court judges, often called magistrates, may not be required to be attorneys.

Links

Bureau of Labor Statistics - Occupational Outlook Handbook

<http://www.bls.gov/oco/ocos272.htm>

Federal Judicial Center

<http://www.fjc.gov/>

National Council of Juvenile and Family Court Judges

<http://www.ncjfcj.org/>

Jury Coordinator

Description and Duties

The Jury Coordinator manages all phases of jury management, including source lists, qualifications, excusals and exemptions, and juror fees. While these topics are often considered administrative in nature, they also require judicial involvement.

Links

NCSC – Center for Jury Studies

<http://www.ncsconline.org/Juries/index.html>

Law Clerk

Description and Duties

Law clerks assist with the preparation of cases by conducting legal research and gathering evidence. They assist judges and attorneys by preparing and analyzing memoranda, briefs, regulations, and/or other legal documents. Law clerks research and analyze legal data to find support for cases. Law clerks may also take sworn statements from witnesses.

Links

Federal Law Clerk Information System

<https://lawclerks.ao.uscourts.gov/>

Judicial Clerkships

<http://www.judicialclerkships.com/links.htm>

Law Librarian

Description and Duties

Law Librarians assist people in finding information and using it effectively for personal and professional purposes. Librarians must have knowledge of a variety of

scholarly and public information sources and must follow trends related to publishing, computers, and the media in order to oversee the selection and organization of library materials. Librarians manage staff and develop and direct information programs and systems for the public, to ensure that information is organized in a manner that meets users' needs.

Links

American Association of Law Librarians

<http://www.aallnet.org/>

American Library Association

<http://www.ala.org/>

Bureau of Labor Statistics – Occupational Outlook Handbook

<http://bls.gov/oco/ocos068.htm>

Mediator

Description and Duties

A mediator is a neutral third party who assists parties who are trying to resolve a dispute without reliance on more formal court processes. Mediation can be helpful in situations where there are multiple issues and when the parties want to preserve their relationship. During the process of mediation the mediator may offer suggestions, but the parties continue to “own” their dispute and resolution rests with the parties. Mediation is used primarily in civil cases, but in some jurisdictions prosecutors will send disputes that have the potential to involve criminal courts to mediation. Mediation can also be used as part of the sentencing process, either as a required sentence or as a way to determine a sentence that will eventually be endorsed by the judge. In some jurisdictions courts will use mediation and similar process to help parties resolve some or all issues prior to trial. Cases may also be referred to mediation and the agreement, if any, becomes part of a more formal court proceeding. In contrast to public court processes, mediation proceedings are confidential and private. If the parties are unable to reach a settlement they are free to pursue other options.

Links

Center for Restorative Justice and Peacemaking

<http://2ssw.che.umn.edu/rjp/>

Mediation Information and Resource Center

<http://www.mediate.com>

Restorative Justice Online

<http://www.restorativejustice.org>

Victim Offender Mediation Association

<http://www.voma.org>

Paralegal or Legal Assistant

Description and Duties

Paralegals, also referred to as legal assistants, perform a variety of tasks in courts and law offices. Paralegals prepare legal briefs, perform legal research, assist at trials, and draft a variety of documents. Their role is limited and in most cases they cannot present cases in court or give legal advice. In addition to work in the justice system, paralegals may work for corporations, community agencies, or private law offices. Paralegals may also be asked to monitor and review laws and other regulations and provide updates to others in the organization to ensure that the organization follows changing regulations.

Links

ABA Standing Committee on Legal Assistants

<http://www.abanet.org/legalservices/legalassistants/home.html>

Bureau of Labor Statistics – Occupational Outlook Handbook

<http://bls.gov/oco/ocos114.htm>

National Association of Legal Assistants

<http://www.nala.org/>

National Paralegal Association

<http://www.nationalparalegal.org/>

Public Defender

Description and Duties

Public Defenders provide defense services to indigents charged with felony and misdemeanor offenses through all trial stages and appeals. Public Defenders must be a member of the state bar, possess a comprehensive knowledge of criminal law and procedure, and be proficient at legal research.

Links

Department of Justice – Indigent Defense

http://www.ojp.usdoj.gov/indigentdefense/field_tested_programs.htm

New York State Defenders Association

<http://www.nysda.org/>

Public Defender Websites

<http://www.wcl.american.edu/ocs/publicdefenders.cfm>

Public Information Officer

Description and Duties

Public Information Officers provide resources that educate the public about courts, law, and the procedures required for different types of cases. As a spokesperson for the court the public information officer communicates with the media to ensure that accurate information is reported.

Links

Association of Public Safety Communication Officials International

<http://www.apcointl.org/>

NCSC – Public Information Officers

<http://www.ncsconline.org/WC/Events/PubInfView.htm>

National Information Officers Association

<http://www.nioa.org/>

Juvenile Justice Careers

Juvenile justice careers involve interaction with offenders who are not old enough to be held responsible for criminal acts. In most states, the age for criminal culpability is set at 18 years, although offenders below this age can be transferred to adult court if the juvenile court waives or relinquishes its jurisdiction.

The main goal of the juvenile justice system is rehabilitation rather than punishment. The majority of facilities and services that serve youthful offenders are community-based to allow the juvenile to retain positive ties with school, family, and other community institutions. Court and corrections responses are typically tailored, within guidelines, to the needs of the individual.

Youthful offenders present great potential for change. These offenders can also present some of the greatest challenges. A teenager who has made choices that result in contact with the justice system represents an opportunity to help an individual choose another, more positive, track in the future. These interventions can make a significant difference in the individual's life. This is also an opportunity to address negative behavior before it escalates into more serious crimes.

Most juvenile justice careers have parallels in the adult system. In some cases only the terminology changes. In other cases the ethic of care and compassion that can be missing in the adult justice system are active as juvenile justice professional guide youthful offenders toward different paths.

Notice the changes in terminology as you search for information about juvenile justice careers. Juvenile courts use different terms to describe things that are very similar to the adult system. See [this site](#) for a good glossary of juvenile justice terms. Job titles are another area where this terminology is apparent. It may seem like each jurisdiction has a different job title for a position that is very similar to that found throughout the juvenile justice system. Given this inconsistency, you are advised to focus on categories and duties rather than job titles as you learn about juvenile justice careers. This advice also applies to the following job titles, each of which may, or may not, be used in any given jurisdiction.

General Links

Administration of Children, Youth and Families

<http://www.acf.dhhs.gov/programs/acyf/acyf.htm>

American Bar Association – Juvenile Justice Center

<http://www.abanet.org/crimjust/juvjus/home.html>

ABA – MacArthur Curriculum

<http://www.abanet.org/crimjust/juvjus/macarthur.html>

Bureau of Labor Statistics – Occupational Outlook Handbook

<http://www.bls.gov/oco/ocos060.htm>

Center on Juvenile and Criminal Justice

<http://www.cjcj.org/>

Children’s Defense Fund

<http://www.childrensdefense.org/>

Child Welfare League of America

<http://www.cwla.org/>

Coalition for Juvenile Justice

<http://www.juvjustice.org/>

Future of Children

<http://www.futureofchildren.org/>

Juvenile Info Network

<http://www.juvenilenet.org/>

Juvenile Justice Policy Network

<http://www.cwla.org/advocacy/juvenilejustice.htm>

Juvenile Law Center

<http://www.jlc.org/>

National Association for Juvenile Correctional Agencies

<http://www.najca.org/index.html>

National Center on Education, Disability, and Juvenile Justice

<http://www.edjj.org/>

National Council on Crime and Delinquency

<http://www.nccd-crc.org/>

NCJRS – Juvenile Justice

<http://virlib.ncjrs.org/JuvenileJustice.asp>

National Juvenile Detention Association

<http://www.njda.com/>

Office of Juvenile Justice and Delinquency Prevention

<http://ojjdp.ncjrs.org/>

OJJDP National Training and Technical Assistance Center

<http://www.nttac.org/>

Voices For America's Children

<http://www.voicesforamericaschildren.org>

Youth Law Center

<http://www.ylc.org/>

Career Information

Child Protective Service Worker

Description and Duties

Child Protective Service workers attempt to assure the safety and welfare of children through various strategies. These justice system professionals develop a relationship with a family to identify, control, and reduce risks to children. The worker provides direct services to the family members and acts as a case manager

in coordinating the provision of other services that are needed. Protective Service Workers also provide an alternate plan of care for the child when parents are unable to provide proper care and attention.

Links

National Clearinghouse on Child Abuse and Neglect

<http://nccanch.acf.hhs.gov/pubs/usermanuals/cps/index.cfm>

The Future of Children

http://www.futureofchildren.org/information3862/information_show.htm?doc_id=217199

American Family Advocacy Center

<http://www.profane-justice.org/>

Child Welfare Caseworker

Description and Duties

Caseworkers provide social services to children and young adults with behavior problems. They also work with the children's parents and recommend appropriate responses to behavioral problems.

Links

National Child Welfare Resource Center for Family-Centered Practice

<http://www.cwresource.org>

Juvenile Corrections Caseworker

Description and Duties

As in adult prisons, caseworkers are the primary treatment staff for juveniles in institutional settings. They monitor residents to be sure that they are meeting the requirements of their treatment. Caseworkers may also work in community corrections settings.

Links

CYFD Careers (New Mexico)

<http://www.cyfd.org/socworkjobs.html>

Juvenile Detention Alternatives Institute

<http://www.aecf.org/initiatives/jdai/>

National Juvenile Detention Association

<http://www.njda.com/>

Juvenile Mental Health Counselor

Description and Duties

Juvenile Mental Health Counselors help juveniles function in their environments, deal with their relationships, and respond in a productive way to personal and family problems. Through direct contact with juveniles, who may not have committed any offense, these justice system professionals help clients identify their concerns, consider effective solutions and find reliable resources. They counsel clients, arrange for services, and continue consultation to assure that services are effective.

Links

Bazelon Center

<http://www.bazelon.org/issues/children/7-7-04jjsignonltr.htm>

Center for the Promotion of Mental Health in Juvenile Justice

<http://www.promotementalhealth.org/>

The National Center for Mental Health and Juvenile Justice

<http://www.ncmhjj.com/>

Juvenile Court Judge

Description and Duties

The juvenile court judge hears cases and handles administrative duties associated with the juvenile court operation. Judges determine responsibility and impose sentences. Juvenile court judges may also hear cases involving abuse, neglect, custody and adoption. In most cases juvenile court judges have a law degree. In some jurisdictions juvenile court judges are elected, in others the judge is appointed. In smaller jurisdictions the judge may hear a range of cases involving juveniles and adults.

Links

National Council of Juvenile and Family Court Judges

<http://www.ncjfcj.org/>

ABA Center on Children and the Law

<http://www.abanet.org/child/home.html>

Juvenile Court Referee

Description and Duties

Juvenile court referees ease the workload of juvenile court judges by assisting with the duties of the court and by presiding over hearings. Referees, who are usually attorneys, may hear less serious cases, allowing judges to focus on more serious felony offenses.

Links

Juvenile Referee Program Standards (New Jersey)

<http://www.judiciary.state.nj.us/notices/n001207a.htm>

National Juvenile Court Services Association

<http://training.ncjfcj.org/NJCSA.htm>

Juvenile Defense Attorney

Description and Duties

The juvenile defense attorney serves as the legal advocate for the accused juvenile. The lawyer prepares the case for the juvenile and represents the accused at all critical stages of the proceedings. Juvenile defense attorneys must be a member of the state bar and in many jurisdictions they are required to complete additional training related to juvenile courts, laws, and procedures.

Links

American Bar Association – National Juvenile Defender Association

<http://www.abanet.org/crimjust/juvjus/jdc.html>

National Association of Counsel for Children

<http://www.naccchildlaw.org/>

National Center for Youth Law

<http://www.youthlaw.org/>

Juvenile Diversion Specialist

Description and Duties

Juvenile Diversion Specialists typically work with eligible first-time juvenile offenders. These programs provide an alternative to formal court proceedings. Juveniles typically participate in diversion programs with their parent or guardian. Diversion programs teach life skills, problem solving, conflict resolution, and critical thinking. These skills are usually taught in group settings that provide opportunities to practice those skills. In addition to skills classes, juvenile diversion clients often complete community service.

Links

Juvenile Diversion Programs (Phoenix, AZ)

<http://phoenix.gov/PRL/arythjv.html>

Juvenile Diversion Programs (Pueblo County, CO)

<http://www.co.pueblo.co.us/da/juvdiversion.php>

Juvenile Probation Officer

Description and Duties

Since probation is the most common sentence for juvenile offenders, the juvenile probation officer position is an important one. As in the adult courts, probation officers supervise those placed on probation to assure that the terms of the probation are being met. Juvenile probation often includes classes, counseling, education, and other responsibilities or services. As a result, the oversight responsibilities can be more demanding than those faced by adult probation officers. Entry-level probation jobs usually require a college degree. Juvenile probation is often the first job placement for criminal justice majors.

Links

American Probation and Parole Association

<http://www.appa-net.org/>

Department of Juvenile Justice (Florida)

<http://www.djj.state.fl.us/>

School Resource Officers

Description and Duties

School resource officers are assigned to schools as a part of the community's police department. They are trained police officers with specialties in juveniles and schools. In some cases School Resource Officers teach law and safety related classes in the schools.

Links

Center for the Prevention of School Violence

<http://www.ncdjdp.org/cpsv/>

CPSV – School Resource Officers

<http://www.ncdjjdp.org/cpsv/sro.htm>

Department of Justice – COPS Online

<http://www.cops.usdoj.gov/>

National Association of School Resource Officers

<http://www.nasro.org>

Other Justice Careers

By now, the range of justice system career options should be obvious to readers of this text. It should also be clear that an exhaustive list of justice careers is not possible. In this section we look at a few other career categories. As in previous sections, you are encouraged to use the included links to learn more about each category and a few of the careers that are included.

This section includes information on careers in forensics, private security, and victim services. Each of these careers has connections to the justice system, but in most cases careers separate from the justice system are available in each of these categories.

Forensics

Forensic scientists discover, document, and protect evidence that can be used to answer questions arising from crime or litigation. Forensic scientists photograph, draw, measure, reconstruct activities, and complete other tasks necessary to accurately record crime scenes. They are also responsible for the identification, classification, and recording of evidence discovered during the investigation of crime scenes. Forensic science technicians analyze crime scene evidence, prepare reports, and testify at trial. There are many different forensics jobs and each requires different, and often substantial, training. As a result, most forensic scientists specialize in one area. Many forensic scientists work for state, federal or private crime laboratories. They may also work for medical examiner or coroner offices, hospitals, universities, laboratories, or as independent consultants.

General Links

American Academy of Forensic Sciences

<http://www.aafs.org/>

American College of Forensic Examiners

<http://www.acfei.com/>

American Society of Crime Laboratory Directors

<http://www.asclid.org/>

American Society of Questioned Document Examiners

<http://www.asqde.org/>

Crime Scene Investigator

<http://www.crime-scene-investigator.net/>

FBI – Forensic Science Communications

<http://www.fbi.gov/hq/lab/fsc/current/index.htm>

FBI – Handbook of Forensic Services

<http://www.fbi.gov/hq/lab/handbook/intro.htm>

Forensics Curriculum – Court TV

http://www.courttv.com/forensics_curriculum/

International Association for Identification

<http://www.theiai.org/>

International Association of Bloodstain Pattern Analysts

<http://www.iabpa.org/>

International Association of Crime Analysts

<http://www.iaca.net/>

International Association of Forensic Toxicologists

<http://www.tiaft.org/>

Mid-Atlantic Association of Forensic Scientists

<http://maafs.org/>

National Association of Medical Examiners

<http://www.thename.org/>

National Center for Forensic Science

<http://ncfs.ucf.edu/home.html>

National Forensic Science Technology Center

<http://www.nfstc.org/>

United States Secret Service – Forensic Services Division

<http://www.treas.gov/usss/forensics.shtml>

Virtual Exhibit on Forensic Science

<http://www.virtualmuseum.ca/Exhibitions/Myst/en/index.html>

Careers

Criminalist

Description and Duties

Criminalists identify, analyze, and interpret physical evidence. These professionals use scientific training, analytical skills, and practical experience to collect and analyze crime scenes and other evidence in an effort to identify information that will be useful in the investigation and/or trial. These experts typically have training in areas of biology, chemistry, anthropology, and other laboratory sciences.

Links

American Board of Criminalistics

<http://www.criminalistics.com/abc/A.php>

American Board of Forensic Anthropology

<http://www.csuchico.edu/anth/ABFA/>

American Board of Forensic Odontology

<http://www.abfo.org/>

Association of Firearms and Toolmark Examiners

<http://www.afte.org/>

Criminal Psychologist

Description and Duties

Criminal psychologists develop psychological profiles that can help the police identify and understand the behavior and actions of suspects. Criminal psychologists may also help police identify areas where the suspect lives, works, and chooses victims. These justice professionals have degrees in psychology and other social sciences.

Links

American Board of Professional Psychology

<http://www.abpp.org/>

American Psychological Association – Law and Psychology

<http://www.apa.org/psychlaw/>

American Psychology – Law Association

<http://www.unl.edu/ap-ls/>

Careers in Psychology and the Law

<http://www.unl.edu/ap-ls/careers.htm>

Society for Police and Criminal Psychology

<http://cep.jmu.edu/spcp/>

Forensic Psychiatrist

Description and Duties

Forensic psychologists offer expert professional opinions in a legal case or civil matter. They are often involved in decisions about whether a defendant is

competent to stand trial. Forensic psychologists are also called upon to make determinations of competency for trial or testimony. These licensed psychiatrists or psychologists work in private practice, correctional facilities, and hospitals.

Links

American Academy of Forensic Psychology

<http://www.abfp.com/>

American Academy of Psychiatry and the Law

<http://www.aapl.org/>

False Memory Syndrome Foundation

<http://www.fmsfonline.org/>

Arson Specialist

Description and Duties

Arson specialists investigate the cause, origin, and circumstances of fires. They enforce laws related to the suppression of arson and may be responsible for removing suspected explosive devices, incendiary devices, explosives, and other threats to public safety. Arson specialists may also create and enforce guidelines for safe transportation, disposal, and storage of explosives. Arson Specialists work for governmental agencies and insurance companies.

Links

International Association of Arson Investigators

<http://www.firearson.com/>

Insurance Committee for Arson Control

<http://www.arsoncontrol.org/>

InterFire Online

<http://www.interfire.org/>

National Association of Fire Investigators

<http://www.nafi.org>

Private Security

Private security employs more people than all governmental justice system agencies combined. Some may assume that private security is limited to loss management and security guards. While this assumption has never been accurate, it is even less accurate today. Advances in technology, when coupled with challenges related to fears of terrorism, have resulted in rapid change in this growing field.

Many of the careers listed in prior sections of this text are available in the private sector. Many social services have been privatized and the justice system is no exception. Careers are available in private prisons and in many areas of community corrections. Careers are also available in corporations, or security firms that serve these corporations, in the areas of fraud, theft, information security, personal security, and workplace violence. Many new positions have been created due to concerns about Internet security. Fear of terrorism has also led to many changes in the way multi-national corporations look at security.

In some cases private security acts independent of other security operations. In other situations public and private organizations work together and in some cases government agencies transfer security responsibilities to private organizations. Due to the wide range of careers, a wide range of educational experiences is required for these careers. The following links provide examples of organizations and associations that are involved with private security. These organizations provide information about careers and training. They may also offer credentialing for careers in their area of interest.

Links

American Polygraph Association

<http://www.polygraph.org/>

American Society for Industrial Security

<http://www.asisonline.org/>

Association of Certified Fraud Examiners

<http://www.cfenet.com/home.asp>

International Association for Counterterrorism and Security Professionals

<http://www.iacsp.com/index.html>

International Association of Private Security Consultants

<http://www.iapsc.org/>

Loss Prevention Career Hunter

<http://www.lpcareerhunter.com/>

National Association of Legal Investigators

<http://www.nalionline.org/index.html>

National Security Institute

<http://nsi.org/>

Retail Loss Prevention Exchange

<http://www.rlpx.com/>

Securitas Security Services

<http://www.pinkertons.com/>

Security Magazine

<http://www.secmag.com/>

Security Management Online

<http://www.securitymanagement.com/>

Security Professional's Site

<http://www.securityprofessionalssite.com/>

Victim Services

The experience of victimization can lead to physical and economic injury, stress, fear, and confusion for victims and those close to them. The justice system has responded to concerns about victims by providing a range of victim services. Victim services professionals advise victims of available resources, refer crime victims to appropriate resources, and help victims access these services.

General Links

American Professional Society on the Abuse of Children

<http://www.apsac.org/>

Association of Traumatic Stress Specialists

<http://www.atss-hq.com/>

Bureau of Justice Statistics – Crime and Victims Statistics

<http://www.ojp.usdoj.gov/bjs/cvict.htm>

National Center for Victims of Crime

<http://www.ncvc.org/ncvc/Main.aspx>

NCJRS – Victims of Crime

<http://virlib.ncjrs.org/VictimsOfCrime.asp>

National Violence Against Women Prevention Research Center

<http://www.vawprevention.org/>

RealJustice

<http://www.realjustice.org/>

Safer Child

<http://www.saferchild.org/>

United States Department of Justice – Office for Victims of Crime

<http://www.ojp.usdoj.gov/ovc/>

United States Department of Justice – Office on Violence Against Women

<http://www.ojp.usdoj.gov/vawo/>

Careers

Crime Prevention Coordinator

Description and Duties

Crime Prevention Coordinators work with Neighborhood Watch groups, Business Watch groups, Neighborhood Associations, and similar organizations. These professionals may also be responsible developing crime prevention programs and for delivering various presentations, newsletters, and promotions to the community. In some cities the Crime Prevention Coordinator makes visits to homes and businesses to assess and make recommendations about lighting, landscaping, locks, alarms, and other factors that decrease the chance of victimization.

Links

Canada's National Crime Prevention Strategy

<http://www.prevention.gc.ca/index.html>

Crime Prevention Association of Michigan

<http://www.preventcrime.net/>

Gang Resistance Education and Training

<http://www.atf.gov/great/>

International Society of Crime Prevention Practitioners

<http://www.iscpp.net/>

National Association of Town Watch

<http://www.nationalnightout.org/>

National Crime Prevention Council

<http://www.crimedog.com/>

Crisis Center Coordinator/Counselor

Description and Duties

Most communities provide crisis intervention services for crime victims and others who are in crisis. Rape crisis centers, shelters for women and children, drug abuse hotlines, and suicide hotlines are often available. These centers rely heavily on volunteer support and are also staffed by trained coordinators and/or counselors.

Links

American Association of Suicidology

<http://www.suicidology.org/>

Battered Women's Justice Project

<http://www.bwjp.org/>

Family Violence Prevention Fund

<http://endabuse.org/>

National Coalition Against Domestic Violence

<http://www.ncadv.org/>

National Domestic Violence Hotline

<http://www.ndvh.org/>

National Electronic Network on Violence Against Women

<http://www.vawnet.org/>

National Mental Health Association

<http://www.nmha.org/>

Suicide and Crisis Center

<http://www.sccenter.org/about.html>

Suicide Prevention Center

<http://www.suicidepreventioncenter.org/>

Texas Association Against Sexual Assault

http://www.taasa.org/victim_services/default.php

Violence Against Women Resources

<http://www.vaw.umn.edu/about/>

Victim Offender Mediator

Description and Duties

Victim-offender mediation, group conferencing, and other restorative justice approaches offer victims, offenders, and community members the opportunity to meet face to face to discuss the impacts of the crime on the victim and community. Mediation sessions allow dialogue leading to a mutually acceptable agreement that attempts to repair the harm done while illustrating the extent of damages caused by the offender's behavior. Agreements include restitution, community service, working for the victim, apologies, or other creative, often intangible, responses. The mediation session offers victims a forum in which they may ask questions related to the crime. Mediation and group conferencing programs provide offenders an opportunity to take personal responsibility for their actions and to apologize to the victim and community. Victim Offender mediators are trained third party neutrals who facilitate the communication process between all parties. Victim offender mediation uses terminology not typical in other mediations since the parties have been defined as "victim" or "offender" through previous court action. Victim Offender Mediation is often used in juvenile courts. Mediation may be a pre-sentencing requirement and any agreement reached in the mediation is integrated into the judge's final sentence.

Links

Victim Offender Mediation Association

<http://www.voma.org/>

Victim Offender Reconciliation Programs

<http://www.vorp.com/>

Association for Conflict Resolution

<http://www.acrnet.org/>

Mediate.com

<http://www.mediate.com/>

Restorative Justice Online Network

<http://www.ojp.usdoj.gov/nij/rest-just/index.htm>

Victim Services Coordinator

Description and Duties

Victim Services Coordinators provide assistance to crime victims, witnesses, survivors, and their significant others. These justice professionals review programs and resources available in the community and assure availability of services. They may provide information to police and other victim contact personnel to make them aware of victim needs and referral options. These justice professionals may also be responsible for the training and coordination of volunteers. In some jurisdictions the Victim Services Coordinator is responsible for “first response” contact that involves crisis intervention and counseling at crime scenes.

Links

Crime Victim’s Services (Ohio)

http://www.ag.state.oh.us/sections/crime_victims_services/

Department of Justice – Office for Victims of Crime

<http://www.ojp.usdoj.gov/ovc/>

Directory of Crime Victim Services

<http://ovc.ncjrs.org/findvictimservices/>

Seeking Employment

The process of seeking employment can be very mechanical and repetitive. Most employers require a similar process. Some organizations require the completion of a formal application while others will accept a cover letter and resume in application for positions in the organization. Regardless of the documentation required, applicants who submit carefully prepared materials have increased the chance that their application will be favorably received.

Remember that the employer is also engaged in a somewhat mechanical process and may be required to follow a strict routine for each applicant. The recruitment process can be very expensive, and can take a lot of time and other organizational resources. In addition, federal and state regulations regarding equal employment opportunities may require consistent processes and documentation for each applicant.

In this section we look at ways to identify position openings and the most effective ways to apply for these openings. Throughout the process your goal is to make it to the next stage. Your first hurdle is finding job announcements. You are not in direct competition with other applicants at this stage of the process. However, some job seekers are better at identifying positions and will submit more applications, quicker and to more attractive employers, than the job seeker who limits the search to a limited number of sources.

Once a position is identified, the competition begins. Employers typically have many more applications than positions to fill. As they review applications the employer quickly eliminates many people who could be great employees, but failed to demonstrate their potential in the application, cover letter, and resume. Successful applicants have the desired skills and qualifications, and have been able to sell themselves with the documentation provided in the initial contact with potential employers.

Assuming that your application remains in the active file once the initial screening has taken place, additional contact will follow. The first step is often a phone interview. As with prior steps in the process, this is a screening process. This interview is short of a full job interview but it can result in negative action. Applicants should prepare for phone interviews in much the same way as they would prepare for a face-to-face interview. Be prepared for this interview but save your most important, and possibly most sensitive, questions for later. Applicants who remain in the pool after phone interviews may be invited for face-to-face interviews. At this point the pool of applicants may have been reduced significantly. Given the cost of these interviews, in terms of time and travel, organizations only offer these interviews to the candidates they are most interested in hiring.

Once all other hurdles have been successfully cleared, and the employer has nearly finalized their hiring decision, the candidate may be the subject of a background check. In some agencies this background check is very thorough. The check may also be part of the process of obtaining security clearances for the potential employee. If you have been dishonest at any point in the application process your efforts to mislead will most likely be discovered at this point.

Your candidacy is not likely to advance if dishonest representations are discovered. Many people have things in their past that they regret. These things do not necessarily prevent you from becoming a justice system professional, but lying about your past is almost certainly going to end the employer's interest in your application.

If everything has worked in the applicant's favor, he or she may soon receive an offer or employment. Although the applicant has not been hired, the balance of power shifts somewhat at this stage. The applicant cannot make extravagant salary demands and the employer may be working with a salary range that is firmly established. However, the employer has devoted significant resources to filling a position and may be forced to repeat the entire hiring process if they are unsuccessful at this point.

Finally, you have a job! The process of career exploration has been successful to this point, but the process is not over. Learn as much as possible, look for opportunities for advancement, and use the relative stability gained from being employed to continue your education, earn credentials, and gain valuable experience that can help you make further advances in your career as a justice professional.

Finding Position Announcements

The Internet has completely changed this process. While your local paper may be helpful, you are significantly reducing your options by relying on limited sources of information. As you discovered in previous sections of this text, many justice agencies post position announcements on their web sites. These are often the timeliest announcements and may provide an opportunity to apply online.

Internet job search and placement services may allow you to post your resume so it becomes available to many potential employers. The process is very easy and these sites may contain thousands of resumes. When deciding if, and how, to use these services it is a good idea to think about the employer's potential use of these sites. Is this a site that justice system employers are likely to consider when seeking applicants? If yes, have you included relevant keywords in your online resume so your resume will be presented as the result of an employer's search?

You may also want to consider the nature of the process. Employers typically advertise positions. In fact, governmental employers are probably required to publicly advertise openings. Rather than taking time to scour websites for information about viable applicants, employers are likely to follow the traditional process of posting announcements and waiting for the applications that result. However, if an employer demonstrates that they are using these services by posting position announcements, applicants should not be reluctant to take advantage of these free services.

Job seekers may also learn about position announcements through personal contacts. These contacts can be nurtured through friendships, internships, and volunteer service. Professional conferences also provide opportunities to network and may offer employment services to conference attendees. Professional associations may also offer web-based employment services. Successful job seekers have developed connections throughout their educational and professional careers. Don't think of these contacts as job opportunities. Instead, think of these contacts as opportunities to learn names, and have your name learned, by other justice professionals.

Finally, don't forget to take advantage of the range of career services offered by your college or university. These offices offer many services and are familiar with the process of obtaining the first job that can begin a career. Many of these campus career services remain available to alumni. Campus career centers recruit employers, host career fairs, provide information about career options, and help with resumes and other documents.

Position Announcement Links

America's Job Bank

<http://www.ajb.org/>

FirstGov – The U.S. Government's Official Web Portal

<http://www.firstgov.gov/>

GovernmentJobs.com

<http://www.governmentjobs.com/>

GovtJobs.com

<http://www.govtjobs.com/>

Homeland Security Careers

<http://www.usajobs.opm.gov/homeland.asp>

Partnership for Public Service

http://www.ourpublicservice.org/workforusa/workforusa_list.htm

USAJOBS – The Federal Government's Official Jobs Site

<http://www.usajobs.opm.gov/>

StudentJobs.gov

<http://www.studentjobs.gov/>

Writing Your Resume

The first step in applying for a justice system position is to submit an application, either by mail, in person, or online. Many agencies will accept a resume and cover letter in application for positions, but in many cases a formal job application will also be required. The formal application may seem to be unnecessary and if you have submitted an accurate resume the application form is redundant. However, many government agencies require applications on the same form for all applicants. As the information included in the application is the same as that assembled in a resume, we will focus on writing an effective resume.

A good resume may not necessarily get you the job, but a bad resume can ensure that you do not get the job. Your resume is not meant to convey your complete life history. Your resume conveys your capability for a particular position; it must be clear, directed, and persuasive – the objective is to secure an interview. Your resume should (1) support a career direction and (2) be selective. Career direction gives the resume focus. All information included in the resume should support the career direction that you are trying to convey. You should make yourself as attractive as possible on paper so that the employer feels like they would be missing out by not interviewing you. Your resume should project you as someone who produces, accomplishes, and is results oriented. Use active verbs and descriptive terms. Use active verbs to describe what you accomplished. Don't write what someone else told you to do - write what you did. For example, write "researched and drafted reports" rather than "responsible for research and reports."

A conservative writing and formatting style with a focus on key achievements is most effective. Focus on achievements that relate to the position for which you are applying. In effect, you are suggesting that your achievements will continue with

the new employer. Find out as much as you can about the prospective employer and modify your resume to highlight those items that will most benefit the targeted company or organization. The most effective resume is one that is tailored to a specific job. The foundation remains the same, but a few changes to tailor your resume will be well worth the extra effort.

When creating your resume, keep the following in mind:

- Follow the “one page rule.” Two pages are acceptable but do not add a second page simply to expand content.
- Your resume should be easily read. The resume must be organized effectively to carry the reader’s eye from major point to major point. Employers will look for words and phrases that convey the necessary qualifications.
- Use bullets to break job and skill descriptions into easy-to-read component parts that begin with eye-catching action verbs.
- Word processing allows great flexibility in the selection of fonts. Word processing programs also include spell checks and other tools for effective writing. It is best to avoid the fonts and use the grammar check functions. Keep it simple, professional, and avoid combining fonts.
- Many employers will electronically scan and archive your resume. Retain sufficient margins and select font size and a dark color that will remain visible in the scanned document.
- Many employers only accept electronically submitted resumes. They may provide a resume input form for online submission. Prepare a version of your resume that conveys information without text changes, tabs, spacing, and other formatting that may not be apparent in the electronic version.
- Employers want employees who can set goals and complete tasks. Present yourself as someone who gets things done.
- Identify your strengths and convey them on paper. This is not arrogance or boasting. The person who is reading your resume wants to know that you are exceptional.
- Honestly summarize your work experience and skills, including any career relevant technologies.
- Do not use personal pronouns; “I” is implied.
- Complete sentences are not necessary.
- Avoid abbreviations.

Your resume can be a primary tool in obtaining more attractive positions. Extra time spent on its preparation is a good investment. All resumes should be accurate and truthful, but each should highlight different strengths, as they relate to the potential job. The resume should go through several stages of drafting and editing until it is as perfect as it can be.

RESUME FORMAT

The resume should establish a natural flow of information that simplifies the review process. Your goal is to incorporate a consistent pattern of information placement that allows the reader to anticipate where certain information will be found. An employer usually reviews information on the left side first—names of employers, job titles, and so on should be placed on the left. Less important information (dates, locations, etc.) should be placed on the right. No resume format is universally preferred, although the chronological resume and the functional resume are the most widely used.

Chronological Resume

The chronological resume format is the most widely accepted and preferred resume style. People who have established or are establishing credentials within a particular field can effectively use this format. Applicants whose credentials show career growth and direction within one particular employment environment also use this format. To be effective, the chronological resume should project a sense of quality by emphasizing skills and accomplishments. It should be organized carefully to effectively present the applicant's background. Education and work experience are presented in reverse time sequence, with the most recent degrees and jobs appearing first.

In developing a chronological resume:

- De-emphasize history for the sake of content.
- Devote more space to the most recent position.
- Fully describe three or four positions that provide evidence of career direction. Summarize other work experience or omit these experiences unless necessary to eliminate what may be seen as gaps in employment.
- Avoid excessive repetition in detail and substance. Use a variety of action words.
- Emphasize career progression and growth.

Functional Resume

The functional resume emphasizes abilities over work history by organizing information according to skills, results, contributions made, or functions successfully performed. Those who are changing careers or have been out of the work force for some time may want to select this format. This format may also be effective for those making their initial entry into the work force.

In developing a functional resume:

- Select functions that describe job-related abilities.
- List functions in order of importance and relevance to your career direction.
- Emphasizing accomplishment and achievement while illustrating specific abilities.
- Avoid including employment detail (employer names, dates of employment, job titles) within the functional descriptions. Include a work history section that provides this information.

What to Include

Regardless of which resume format you use, your resume should include the following:

- Identification—name (first, middle initial, last), address (permanent and/or present), telephone numbers (work and/or home, fax), and e-mail address. Accurate information is critical. A prospective employer who is unable to reach you will not try to verify contact information.
- Objective/Career Interest—the type of work you want to do or the skills/attributes you anticipate using in your career. A career interest statement is a broad, long-range career direction that lists the field or occupation in which you hope to be employed.
- Education—schools attended, degrees received, dates of graduation, majors and other concentrations of study, and academic achievement (class rank and grade point average for an undergraduate or graduate program). The education section can also include extracurricular activities of particular significance and academic honors and awards.
- Skills/Accomplishments/Qualifications—descriptions, grouped by major functional skill area. Choose three to five functional skill areas that correspond to your career objective.

- Experience. For a chronological resume, list experience in reverse chronological order, beginning with your current or most recent position.
- Optional—personal statements (relatively neutral comments about personal interests such as a foreign language, community activity, travel, sports, public speaking, unique hobbies, and military experience); honors and awards (academic honors, memberships in national honor societies, scholarships, etc.); curricular and extracurricular activities (those that demonstrate leadership), community activities, or volunteer experiences (demonstrates personal work habits, leadership potential, and level of motivation/commitment); professional associations and licenses; and publications.

REFERENCES

References should be listed on a separate page, not on the resume. Do not approach the selection of references casually. Your references are critical to the strength of your employment credentials. Your references should include individuals who have worked with you recently or have remained in contact with you on a regular basis and are familiar with your current career direction and achievements. Do not assume that a potential employer will not check your references. Instead, since you are applying for justice careers it is safe to assume that references will be personally contacted and may be asked for very specific information. Your professors write reference letters regularly, and consider this to be a part of their job. However, they also take this responsibility seriously and will not provide a glowing recommendation for someone they do not know well. Engagement in clubs and other department, campus, and community activities provides many benefits – including the opportunity to develop relationships that can convert to positive recommendations.

Resume Links

Career Journal

<http://www.careerjournal.com/jobhunting/resumes/20000913-washington.html>

CollegeGrad.com

<http://www.collegegrad.com/resumes/index.shtml>

JobWeb

http://www.jobweb.com/Resumes_Interviews/resume_guide/how_to.htm

Monster.com – Resume Center

<http://resume.monster.com/>

Riley Guide

<http://www.rileyguide.com/>

WorkTree.com – Resume Basics

http://www.worktree.com/tb/RE_basics.cfm

Writing Effective Resumes

<http://msoe.placementmanual.com/resume/resume-01.html>

The Cover Letter

If your prospective employer requires a resume, a cover letter should always accompany it. Like the resume, the cover letter should be direct, persuasive, descriptive, and attractive. Remember, the cover letter is specific to the potential employer. Each letter should emphasize credentials and experience that apply to a specific position. Your cover letter can differentiate you significantly from others competing for the same position. In contrast to a formatted resume, your personality and intelligence can be obvious to readers of your cover letter.

The following is the basic format for the cover letter:

- First paragraph—serves to get the attention of the person receiving the letter and answers the question “Why are you writing?” This can be as simple as stating that you are “a graduating student seeking employment at [name of employer]” or that you are “responding to a job posting from [name of source].” If you are referred by a professional or personal contact, use this to your advantage—begin your letter with “Karen Davis recommended that I contact you regarding employment.”
- Second paragraph—details your interest in, and your fit with, the company or organization. Keep in mind that employers are more interested in what you can do for them than in what they can give you. Answer implied questions, such as:

“Why are you interested in working for this firm or organization?” This part need only be a sentence or two but should include reference to specifics about the organization—its mission, type of work, geographic location, size, reputation in the community, and/or types of positions

available. Employers' hiring decisions are often based not only on qualifications, but also on level of interest in the firm or organization. Be genuine. This is an opportunity to show that you researched the employer.

"Why are you the right person for the job?" In two or three sentences, tell the prospective employer what skills you will bring to the job. Refer to, but do not repeat, details included in your resume. Give specific examples of skills and accomplishments related to this position that you emphasized in your resume. You might consider a wrap-up sentence commenting on how the organization might benefit from your skills and experience.

- Last paragraph—expresses appreciation for the prospective employer's time and consideration and provides details about what you plan to do next. Tell the reader how you will follow up (e.g., with a telephone call) and when (either a specific date or within a certain number of weeks; wait at least one week). If you do not have a specific contact person you might ask the employer to contact you at a particular telephone number or by e-mail. If a job listing says, "no phone calls," tell the reader that you look forward to hearing from the employer soon.

Cover Letter Links

Career Lab

<http://www.careerlab.com/letters/default.htm>

Career Services (Virginia Tech)

<http://www.career.vt.edu/JOBSEARC/coversamples.htm>

Cover Letter Blunders to Avoid

<http://www.smartbiz.com/article/articleview/55/1/8/>

Job Star Cover Letters

<http://www.jobstar.org/tools/resume/cletters.cfm>

Monster.com – Cover Letters

<http://resume.monster.com/archives/coverletter/>

Quintessential Careers – Cover Letters

<http://www.quintcareers.com/covres.html>

Riley Guide

<http://www.rileyguide.com/letters.html>

WorkTree.com

http://www.worktree.com/tb/CL_cover.cfm

The Examination Process

Once your application has been submitted, the next step for many justice system jobs will be a written examination. Most state and federal agencies require written examinations that assess skills and attributes related to job performance. The following requirements and criteria are commonly included:

- Pass a written exam
- Pass a psychological exam
- Demonstrate good vision and hearing
- Demonstrate the ability to perform essential physical functions of the job, with or without reasonable accommodation
- Pass a drug test
- Undergo a background investigation and be fingerprinted
- Pass a medical exam
- Be eligible to carry a firearm

The steps in the examination process, and the weight attached to each of the included criteria, will differ depending on the career. For example, careers in federal law enforcement include a more thorough background check than can be expected for other careers. These examinations typically go through a prescribed sequence with the requirement that one hurdle be cleared before your candidacy moves to the next step. The written exam is often the first step in the examination process. This exam will most likely test your skills in grammar, spelling,

punctuation, reading comprehension, and basic mathematics. A preliminary psychological exam will often be included at this stage of the process. After successful completion of all written examinations, you will be scheduled for a physical abilities test and possibly a visual acuity test.

Once the candidate has successfully cleared each of these hurdles, a background investigation will be conducted by the agency. The background check typically begins with fingerprinting, photos, and a background interview. This investigative phase includes a complete check of police records and personal, military, and employment histories. Depending on the level of review, reference checks may follow this phase. In addition to listed references, background investigators often schedule interviews with each of your criminal justice professors, past employers, and others with whom you have had personal or professional contact. The criteria for the background investigation include respect for the law, honesty, mature judgment, respect for others, employment and academic record, financial record, driving record, and use of drugs and intoxicants. Background investigations may take a few months to complete.

Some agencies may also require a security clearance. This process is very thorough and can take over a year. Students who are able to secure an internship in a federal agency may be required to go through the security clearance process. This can be a big advantage for the student who is now able to initiate the job search with a completed security clearance.

Background Check Links

Background Check Gateway

<http://www.backgroundcheckgateway.com/>

Criminal Records and Getting Back into the Workforce

<http://www.privacyrights.org/ar/rosencrim.htm>

Employer Background Checks

<http://www.privacyrights.org/fs/fs16-bck.htm>

Employment Background Checks (About.com)

<http://jobsearchtech.about.com/library/weekly/aa042301.htm>

Federal Security Clearance Forms

<http://www.federaljobs.com/>

Getting a Security Clearance

<http://www.opm.gov/extra/investigate/security-clearance.asp>

Info Links Screening

<http://www.infolinkscreening.com/InfoLink/Background/Searches.aspx>

Job Security Clearance

<http://jobsearchtech.about.com/library/weekly/aa-security-clearance.htm>

The Job Interview

The job interview plays a very important role in your job search. To interview successfully, you must understand the interview process and prepare well. Do not assume that the interview is or should be one-sided. During an interview, you must make your most impressive qualities apparent to the employer. In other words, you must sell yourself. As part of the evaluation process, the interviewer will be deciding how you will function as an employee. It is essential to demonstrate how your skills, knowledge, and experience match the requirements of the position for which you are interviewing.

It is important that you speak confidently (not arrogantly) about your skills, knowledge and experience. In preparing, take time to think about answers to potential interview questions. When the interviewer asks a question for which you are unprepared, think before you speak - take a second or two and organize your thoughts. Then answer as best you can. The employer wants to see how you "think on your feet." This is an important skill that is easier to master for those who have prepared in advance.

Review your resume and cover letter before every interview. In addition, review your resume or application for possible questions you might be asked. Formulating answers ahead of time will allow you to be more relaxed and articulate during the interview. If you applied for a civil service job, review the examination bulletin and know the duties and responsibilities of the classification for the position. Job interview attire can be summed up in two words - conservative and businesslike. Proper dress will give you confidence and enhance your professional image. For most professional-level jobs, the standard dark suit is appropriate for both men and women. Less formal clothing may be more appropriate for some jobs but it is best to be conservative if there is any question.

Use common sense while planning for this interview. Appear prepared to immediately fit into the organization. In effect, you are already doing the job – the only change is that you would like to do the job for them. College faculty and career planning counselors can help with questions, as can someone you may know who is employed in the same field as the position for which you are interviewing.

Remember – conservative and businesslike. The job interview is no time to impress prospective employers with your unique individuality. They want to know you, but also need to see that you can, and are willing to, fit into their organization.

Remember that piercings and tattoos may scare employers. They do not feel a responsibility to “get used to it.” Keep perfume or cologne and jewelry to a minimum. Do not chew gum or other food during the interview. Bring interview copies of your resume or application, your list of references (or reference letters), any other relevant documents, and your transcripts. It is also a good idea to bring a pen or pencil and notebook and a list of questions.

For some positions, two interviews are required. A typical first job interview usually lasts 30 to 60 minutes, although it may run longer. Often called a screening interview, the first interview is used to shorten a long list of candidates. Initial interviews may take place over the phone and may include a combination of structured and unstructured questions. The second interview is more formal and may only be offered to a few applicants. Each interview may include questions regarding your personal history, problem-solving abilities, and ability to work effectively with other people. Questions may also assess your ability to communicate effectively with a variety of co-workers and constituents. Other questions may be directed toward personal qualities including motivation, integrity, and self-discipline.

As you move through the interview process remember to remain alert for indications that you are on track. If the interviewer seems relaxed, is following closely, and encouraging you with comments and nods, you are probably on target. If the interviewer appears puzzled, stop and restate your reply. If the interviewer has obviously lost interest, try getting back on track by asking if you covered the point adequately. Maintain eye contact when answering questions, but do not be afraid to avert your eyes when thinking about an answer. Uncomfortable silent pauses often lead to spontaneous statements that may not be productive. A firm handshake will end the interview on a positive note. Thank the interviewer or panel members.

A prospective employer may request a second interview, either because initial interviews indicated that more than one of the applicants might qualify for the position or because others are involved in the hiring decision. Keep in mind when preparing for the second interview that you may now be in direct competition with others whose qualifications are as appropriate as yours. Prepare carefully by doing the following:

- Engage in a more extensive study of the organization to gain in-depth knowledge.
- Evaluate your skills, knowledge, and experience and how they are applicable to the position for which you are applying.
- Review general interview skills.
- Gather appropriate documents, such as resumes, references, and transcripts.
- Compare your personal agenda with the organization's agenda.
- Make additional copies of pertinent records.
- Prepare a list of questions.

Remember, interviewing is a two-way street. Not only is it an opportunity for the organization to ask questions of you, it is also your opportunity to learn more about the organization. Get answers to your questions. This information will help you decide which of the job offers you receive you should accept. It is often effective to ask the same question of different individuals in order to compare responses. Whatever the outcome of any job interview, bear in mind that the employer is thinking first of organizational needs, not of you. Do not let rejections weaken your self-confidence.

Interview Links

Interviewing

<http://msoe.placementmanual.com/interviewing/index.html>

Interviewing and Networking (About.com)

<http://jobsearch.about.com/od/interviewsnetworking/>

Job-Interview.net

<http://www.job-interview.net/>

Monster.com – Interview Center

<http://interview.monster.com/>

WorkTree.com – Interview Tips

http://www.worktree.com/tb/IN_dress.cfm

The Thank You Letter

A thank you letter should always immediately follow a job interview. In fact, you should start thinking about the thank you letter as soon as the interview is over and mail it within 24 hours of the interview. The thank you letter is not just “a nice thing to do.” This letter provides another opportunity to “sell” yourself.

The thank you letter should be simple. The following is the basic format:

- First paragraph—thank the reader for the interview and restate the position for which you are applying and your interest in it.
- Second paragraph—restate your qualifications and reiterate what you have to offer to the company. Refer to specific points discussed during the interview.
- Last paragraph—restate the first paragraph.

Thank You Letter Links

Career Lab – Say Thank You

<http://www.careerlab.com/letters/chap13.htm>

Monster.com – Sample Letters

<http://resume.monster.com/articles/sampleletters/>

Quintessential Careers – Thank You Letters

http://www.quintcareers.com/thank_you_letters.html

WorkTree.com

http://www.worktree.com/tb/MB_thanklet.cfm

Continual Career Exploration and Preparation

In conclusion, remember that the process of career exploration and preparation is ongoing. Because your interests, skills, and preferences change, you should periodically reevaluate career choices and options to determine if you could more

effectively use your skills, abilities, and talents in a different occupation or a different organization. Correspond with your contacts on a regular basis and investigate available positions, but be careful not to take steps that may jeopardize your present position - you may find that it is still the best job for you.

This advice is not meant to suggest that you should not be committed to your current employer. Career exploration, preparation, and advancement can take place throughout a career with the same employer. However, if you are driven by challenge and want to move forward in your career, a change can provide many opportunities for advancement and challenge.

Finally, don't jump at a quick and easy job offer. Job opportunities are available to you right now. But would these opportunities allow you to continue down the chosen path of career exploration and development? Assess your goals and abilities. Ask yourself what will make you happy. Prepare yourself for the most rewarding career possible and go out and get it.

Here are the steps in a nutshell:

- Where do you want to be in three years? Five years? 15 years? Visualize where you want to be. Write down your goals. Develop a strategy for reaching your goals and identify short and long-term benchmarks that can be used to assess your progress.
- Research qualifications for the job you want. What are the exact qualifications for your dream job? Find out and develop a plan for achieving those qualifications.
- Observe successful people in the area in which you want to succeed. Find a mentor. Watch successful people and analyze the skills and habits that help them achieve their goals.
- Assess your skills and decide what you need to improve. Do you need to learn to be a better public speaker? Do you need to be more outspoken and self-assured? Do you need to improve your writing skills? Do you need to earn an advanced degree?
- Write a great resume. Use active verbs. Be succinct. Use concrete details to describe the work you have done and the goals you have achieved.
- Learn to interview. Practice job interviews. Ask a friend to pretend to be an employer and interview you for the job you would like to have. Speak clearly, sit up straight, and maintain good eye contact.
- Look the part. Always dress appropriately, be on time, and be courteous to others.

As this list indicates, much of what you do to attain career goals is based on common sense. Preparing for, beginning, advancing, and continuing a career is a lot of work. Fortunately, many tools are available to help you with these tasks. Take advantage of these tools as you continue the process of definition and reward.

As you move through the process of career planning and development remember to set reasonable and attainable goals for your career development. Continually challenge yourself to reach your goals. The justice system needs dedicated professionals who will constantly work to improve the system. This text has been prepared to facilitate this process. By following the guidelines outlined in this text you can become a skilled career planner who is responsible for a very important career – your own.