



***Edward Byrne
Memorial
Competitive
Application***

**FY 2009
American Recovery &
Reinvestment Act**

**Delaware
Statewide Comprehensive
Gun Court**



SUBMITTED BY:

**RON KEEN
CRIMINAL JUSTICE COORDINATOR**

**CHRISTIAN L. KERVICK
CRIMINAL JUSTICE COORDINATOR**

Submitted to:

**Bureau of Justice Assistance
United States Dept. of Justice
800 K. Street NW
Washington, DC 20531**

**Delaware Criminal Justice Council
Carvel State Office Building
820 North French St. 10th Fl.
Wilmington, DE 19801
Phone: 302-577-5030
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APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
5. APPLICANT INFORMATION			
Legal Name Delaware Criminal Justice Council		Organizational Unit Executive	
Address 820 N. French Street 10th Floor Carvel State Office Bldg Wilmington, Delaware 19801-3509		Name and telephone number of the person to be contacted on matters involving this application Kervick, Christian (302) 577-5030	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 51-6000279		7. TYPE OF APPLICANT State	
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.808 CFDA TITLE: 16.808 - Recovery Act Byrne Competitive		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Delaware Statewide Comprehensive Gun Court	
12. AREAS AFFECTED BY PROJECT Delaware-Statewide			
13. PROPOSED PROJECT Start Date: July 01, 2009 End Date: June 30, 2011		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project DE00	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$1,619,281	This preapplication/application was made available to the state executive order 12372 process for review on 04/20/2009	
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		

		DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$1,619,281	N
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Close Window

Kervick Christian (Carvel)

From: helpdesk@ojp.usdoj.gov
Sent: Wednesday, April 22, 2009 4:01 PM
To: Kervick Christian (Carvel)
Subject: Re: Application Number 2009-G2819-DE-SU

Application Number 2009-G2819-DE-SU was submitted on 22-Apr-2009

ABSTRACT

Applicant: The State of Delaware Criminal Justice Council

Category VII, Problem Solving Court: Delaware Statewide Gun Court

Dollar Amount Requested: \$1,619,281.00

Program Category: Supporting Problem-Solving Courts

The Criminal Justice Council in conjunction with other criminal justice entities is seeking to implement a Gun Court in the State of Delaware. With the high volume of shootings and the firearm arrests, Delaware is seeking to implement a Gun Court as a coordinated strategy to help ensure public safety and hold offenders more accountable for their actions.

The Gun Court program is an interagency effort to address the offender's criminal justice system accountabilities and service provisions from the point of arrest through any court events and any subsequent term of incarceration and/or community supervision. The State will implement a Gun Court for adult offenders in Superior Court (SC) of each county (3), and one for juveniles in Family Court (FC). At the arrest of an offender for a qualifying offense a dedicated Probation Officer will immediately assume the responsibility of supervision as well as providing reports to the court while the offender is under the supervision of the courts and/or DOC. The Attorney General will be responsible for the prosecution of all charges related to the offender through the term of involvement with the court. The courts through dedicated calendars will provide judicial oversight. The Public Defender will ensure that the rights of the offender are protected.

The benefit of the program would be enhanced public safety through more successful prosecutions of gun offenders, an improved continuity of services concerning the offenders, and a reduction of gun crime arrests by 10%.

STATEMENT OF PROBLEM

Delaware is a small, diverse state located in the mid-Atlantic region of the country, and is divided by the Chesapeake and Delaware Canal. The State's land area of 2,400 square miles is divided among three counties: New Castle, Kent, and Sussex. New Castle County is considered an urban area and 90% of the county's population resides within a 12-mile radius of Wilmington. While most of Kent and Sussex counties are considered rural areas, the City of Dover, in Kent County is designated as an urban area.

The Criminal Justice Council has reported on shootings in Wilmington annually since 1996. The 140 shootings in 2008 was the highest annual total (by 33) ever on record. Further, the total of 333 shootings for the period of 2006-2008 was the highest (by 46) of any three-year period studied. Tragically Wilmington also had a record 26 homicides by firearm in 2008. The problem is not limited to Wilmington. Statewide for all of 2008 and January of 2009 a total of 570 firearms were either seized from offenders or found at crime scenes. In Public Hearings held by the Criminal Justice Council in the fall of 2008 it was noted that shootings were a problem in suburban New Castle County and Dover. It was also noted that in 1994 the Department of Justice prosecuted seven murders statewide, while in 2008 there were 35 murder cases pending trial in New Castle County alone. **In fiscal year 2008 1,006 individuals appeared on Superior Court dockets for gun crimes. Those 1,006 offenders incurred a total of 6,605 charges related to the gun crimes.** Statewide, each offender averaged 6.57 firearm related charges during FY08. For

juveniles an increase in the rate of involvement of juveniles is alarming as annually they represent 20% or more of the known suspects in Wilmington shootings.

Using the experience and expertise developed in initiating numerous other specialty courts, Delaware will implement a "Gun Court" in Superior Court in each county for adults and in Family Court for juveniles. In addition to the courts, the Department of Correction, the Department of Justice, the Public Defender, and the Division of Youth Rehabilitative Services will hire and dedicate personnel to the program. Delaware Judicial Information System (DELJIS) will provide necessary technological development and technical support for the program. Technological adjustments will be initiated to expedite the necessary transmittal of critical information among the collaborating agencies.

PROGRAM DESIGN AND IMPLEMENTATION

The Gun Court process for offenders begins at the point of arrest. Upon the arrest of an offender for a qualified offense, an electronic notification of the arrest is generated to the appropriate Gun Court personnel working in the courts, the Department of Correction (Probation and Parole) or Division of Youth Rehabilitative Services, the Department of Justice and the Office of the Public Defender. With that notification each collaborating partner is aware of a new entrant to the Gun Court program and initiates their activities within that program. A Gun Court Probation Officer is assigned to the case and initiates Pre-Trial supervision as well as bail reports for the court. The DOJ assigns a Gun Court Deputy Attorney General and begins the prosecution process. The Gun Court Public Defender initiates the defense

process when appropriate. If the offender is a juvenile a notification goes to DYRS instead of Probation and Parole and a juvenile Probation Officer is assigned and the Pre-Trial supervision and bail reports process begins. Each collaborating agency retains the offender in their Gun Court Unit throughout the legal process. The activities include Update Reports from the Probation Officer at every court event. At disposition, if the offender is not found guilty, or in the case of juveniles not delinquent, management within the Gun Court program ceases. If a finding of guilt or delinquency is entered and probation is ordered, supervision of the probation is by a Gun Court Probation Officer. If incarceration is ordered, probation supervision is halted until the offender is released at which point it begins again by a Gun Court officer. At disposition and any subsequent court events, such as Violation of Probation Hearings, the hearings will be before Gun Court Judges and the State will be represented by Gun Court Deputy Attorney's General.

In order to implement the Gun Court the State of Delaware would be hiring ten (10) additional staff to be spread among the collaborating agencies. The personnel to be hired would include Deputy Attorney's General, Deputy Public Defender's, Probation Officers and Court personnel as well as Criminal Justice Council staff for administrative tasks.

As indicated in the **Statement of Problem** above gun crime arrests are very numerous and the crimes alleged are very serious. Additionally, the arrests frequently include extensive and complex groupings of charges. A typical gun crime offender averaged 6.5 charges during FY08 just on the gun crime arrests. These offenders also frequently are arrested for crimes not attached to the gun crime arrests thus they are

not included in the 6.5 charges. The groupings of charges frequently include multiple felonies and often include crimes carrying very severe penalties. Further, the charge groupings usually include action type felony crimes such as assaults, robberies, and felony drug charges. In addition to the complexity of the charge groupings, the offenders often have serious and lengthy criminal arrest histories. All of these factors indicate a need for intense, detailed, prosecution efforts. The Department of Justice is short staffed and already burdened with a very serious criminal caseload. By adding prosecutors and dedicating those staff to the Gun Court additional resources is being applied to a very serious problem. Further, by establishing a Gun Court Prosecution Unit, a needed focus is applied to the problem. The Gun Court Prosecution Unit would maintain responsibility for representing the State in any hearings subsequent to the sentencing phase in order that the consistency of applying the Gun Court Prosecution Unit would be maintained.

The courts need more detailed information on the offenders and the gun crimes they are arrested for than they currently have when making decisions. By assigning Probation Officers at the point of arrest to initiate Pre-Trial supervision and complete written informational reports, detailed information is available to the judges at decision points. Probation Officers within a Gun Court Unit can develop an expertise concerning the supervision strategies necessary for the effective supervision of this type of offender. Additionally, by retaining the offender in the Unit from Pre-Trial through Probation/Parole supervision, continuity of information flow and consistency of supervision strategies application can be maintained.

Delaware, through the CJC recognized the gun crimes problem in by forming a Gun Violence Committee. This group began meeting in the fall of 2008 and through its emphasis a Gun Case Calendar for juveniles was initiated in Family Court in New Castle County. The Committee supports the Gun Court concept and is gathering data in an effort to develop additional ways to more effectively manage our gun crime offenders. It will oversee this project.

The goals and objectives of the program are:

- 1. Hire criminal justice professionals to implement and operate Gun Court.**

Objective 1.1 Hire 10 criminal justice professionals within 90 days of grant award.

- 2. Develop Gun Court offender electronic notification system.**

Objective 2.1 Contract with DELJIS within 30 days of grant initiation to develop electronic notification system to Gun Court personnel of offender arrest.

- 3. Gun Court personnel provide increased services and information to Gun Court judiciary.**

Objective 3.1 Gun Court Probation Officers will complete bail reports and Pre-Trial supervision on 35-45 offenders per year.

Objective 3.2 Gun Court Probation Officers will complete Case Review Status Reports as appropriate on 35-45 offenders per year.

Objective 3.3 Gun Court Probation Officers will conduct probation supervision on 35-45 offenders per year.

Objective 3.4 Gun Court Prosecutors will prosecute 100-125 offenders per year.

Objective 3.5 Gun Court Public Defenders will represent 75-100 offenders per year.

Objective 3.6 Gun Court Case Managers, will process 150-200 cases per year.

4. Conviction rate will improve by 10%.

Objective 4.1 By the end of the second year of the program the continuity of the Gun Court program, the collaborative focus of Gun Court personnel, and the increased provision of services will generate stronger prosecutions both in percentage of convictions and the guilty offenses will more accurately reflect the activities of the offender.

5. Reduce gun crime arrests by 10%.

By the end of the 2nd year of the program through the collaborative focus and increased service provision of the Gun Court professionals gun crime arrests will decrease by 10%.

6. Sustainability

At the end of the second year of the program the CJC and the Gun Court collaborating agencies will seek ongoing funding for Gun Court through the state of Delaware General Fund.

CAPABILITIES/COMPETENCIES

The Criminal Justice Council (CJC) was created within the Executive Branch of government under Title 11, Chapter 87, §8701 of the Delaware Code. This agency is an independent collaborative body that seeks to improve Delaware's criminal justice system through innovation and creativity. The CJC is the state administrative agency (SAA) for Delaware and will be the fiscal agent for this program. CJC also administers other grants such as Byrne JAG, JAIBG, VAWA, VOCA, RSAT, PREA, etc. The agency has been administering grants and staffing and implementing projects of this nature for over thirty years. CJC has the knowledge and experience in collaborating committees/teams and program design, data collection, implementation, monitoring and evaluation.

Criminal Justice Council members include the President Judge of Superior Court, the Chief Judge of Family Court, the Attorney General, the Public Defender, the Commissioner of the Department of Correction, and the Director of the Division of Youth Rehabilitative Services.

BUDGET

A. Personnel (for 2 years)

<u>Position:</u>	<u>Computation</u>	<u>Cost</u>
Deputy Attorney General III(2)	\$36.50 per hr. x 37.5 hrs. per wk. x 104 weeks	\$142,368 x2 = \$284,736
Asst. Public Defender III (2)	\$36.50 per hr. x 37.5 hrs. per wk. x 104 weeks	\$142,368 x2=\$284,736
Adult Probation Officer (3)	\$20.67 per hr. x 40 hrs. per wk. x 104	\$85,992 x3= \$257,976
Juvenile Probation Officer	\$20.67 per hr. x 40 hrs. per wk. x 104	\$42,996 x2=\$85,992
Judicial Case Processor Supervisor	\$15.65 per hr. x 37.5 hrs. per wk. x 104	\$61,036
Judicial Case Processor	\$11.94 per hr. x 37.5 hrs. per wk. x 104	\$46,566
Sr. Criminal Justice Planner	\$21.95 per hr. x 18.75 hrs. per wk. x 104	\$42,801

TOTAL: \$1,063,843

Narrative: The Deputy Attorney's General will serve as the Prosecutors in Gun Court. The Assistant Public Defender's will represent the offenders in Gun Court. The Probation Officers will supervise the offenders and the Probation Officer Supervisor will supervise the adult Probation Officers. The Judicial Case Processor Supervisor and the Judicial Case Processor will process the cases through the Gun Court in Family Court. The Criminal Justice Planner will monitor the grant.

B. Fringe Benefits: (for 2 years)

<u>Position:</u>	<u>Computation</u>	<u>Cost</u>
Deputy Attorney General (2)	Pension 15.87%	\$11,297
	Work. Comp. 1.75%	\$1,246
	FICA 6.20%	\$4,413
	Unemploy. .17%	\$121
	Medicare 1.45%	\$1,032
	Health Ins.	\$11,484
Total (for 2 Deputy Attorney's General)		\$59,186(2)
<u>Grand Total</u> x2 for 2 years		\$118,372

Assistant Public Defender III (2)	Pension	15.87%	\$11,297
	Work. Comp.	1.75%	\$1,246
	FICA	6.20%	\$4,413
	Unemploy.	.17%	\$121
	Medicare	1.45%	\$1,032
	Health Ins.		\$11,484
Total (for 2 Assistant Public Defender III's)			\$59,186(2)
Grand Total x2 for 2 years			\$118,372

Adult Probation Officer (3)	Pension	15.87%	\$6,328
	Work. Comp.	1.75%	\$752
	FICA	6.20%	\$2,666
	Unemploy.	.17%	\$73
	Medicare	1.45%	\$623
	Health Ins.		\$11,484
Total (for 3 Adult Probation Officers)			\$65,778(3)
Grand Total x2 for 2 years			\$131,556

Juvenile Probation Officer	Pension	15.87%	\$6,328
	Work. Comp.	1.75%	\$752
	FICA	6.20%	\$2,666
	Unemploy.	.17%	\$73
	Medicare	1.45%	\$623
	Health Ins.		\$11,484
Total			\$21,926
Grand Total x2 for 2 years			\$43,852

Judicial Case Processor Supervisor	Pension	15.87%	\$4,843
	Work. Comp.	1.75%	\$534
	FICA	6.20%	\$1,892
	Unem.	.17%	\$52
	Medicare	1.45%	\$443
	Health Ins.		\$11,484
Total			\$19,248
Grand Total x2 for 2 years			\$38,496

Judicial Case Processor	Pension	15.87%	\$3,695
	Work. Comp.	1.75%	\$407
	FICA	6.20%	\$1,444
	Unemploy.	.17%	\$40
	Medicare	1.45%	\$338
	Health Ins.		\$11,484
<u>Total</u>			\$17,408
<u>Grand Total x2 for 2 years</u>			\$34,816

Senior Criminal Justice Planner	Pension	15.87%	\$6,793
	Work. Comp.	1.75%	\$749
	FICA	6.20%	\$2,654
	Unemploy.	.17%	\$73
	Medicare	1.45%	\$621
	Health Ins.		\$11,484
<u>Total</u>			\$22,374
<u>Grand Total x1/2 for 2 years</u>			\$22,374

Fringe Grand Total (for 2 years) **\$507,838**

C. Travel

<u>Purpose</u>	<u>Location</u>	<u>Item Computation</u>	<u>Cost</u>
Meeting	TBD	for 2 staff members	
Meeting	TBD	for 2 staff members	
<u>Total</u>			\$5,000

D. Equipment

Delaware's Probation Officers complete a Basic Officer Training Course before they are certified as a Probation Officer. They also are classified as a law enforcement officer and have the training and equipment consistent with that classification. Additionally, per their labor contract they receive a clothing allowance which is used to purchase approved work clothes.

<u>Item</u>	<u>Cost</u>
Security Equipment (firearm, holster, expandable baton, Handcuffs, body armor)	\$1,100
Radio	\$1,500
Computer	\$2,000
Fleet	\$2,300
Clothing	\$500
Misc.	\$1,400
BOTC Class (supplies, materials, printing and equip.)	\$600
<u>Total</u>	\$9,400
<u>Grand Total (4)</u>	\$37,600
<u>E. Supplies</u>	\$0
<u>F. Contractual</u>	\$5,000

A computer programmer would need to be hired contractually to create notification linkages of an individual's entry into the Gun Court process.

TOTAL BUDGETARY SUMMARY FOR 2 YEARS

<u>Budget Category</u>	<u>Total Amount</u>
Personnel	\$1,063,843
Fringes	\$507,938
Travel	\$5,000
Equipment	\$37,600
Supplies	\$0
Contractual	\$5,000
Other	\$0
<u>Total</u>	<u>\$1,619,281</u>

PROJECT TIMELINE AND POSITION DESCRIPTION
(ATTACHMENT 4)

PROJECT TIMELINE

<u>Project Task</u>	<u>Timeline</u>
1.CJC Gun Court Implementation Committee meets	Within 2 weeks of award
2.CJC contracts with DELJIS to develop electronic link	Within 30 days of award
3.Vacant DOJ positions will be posted	Within 30 days of award
4.Vacant P.D. positions will be posted	Within 30 days of award
5.Vacant DOC positions will be posted	Within 30 days of award
6.Vacant DYRS position will be posted	Within 30 days of award
7.Vacant Family Court positions will be posted	Within 30 days of award
8.Vacant CJC position will be posted	Within 30 days of award
9. Vacant DOJ positions will be filled	Within 90 days of award
10. Vacant P.D. positions will be filled	Within 90 days of award
11. Vacant DOC positions will be filled	Within 90 days of award
12. Vacant DYRS position will be filled	Within 90 days of award
13. Vacant Family Court positions will be filled	Within 90 days of award
14. Vacant CJC position will be filled	Within 90 days of award
15. All training and orientation will be completed	Within 120 days of award
16. Gun Court will be fully implemented and fully operational	Within 120 days of award

- | | |
|------------------------------------------------------------------------------------|---------------------------------------------------|
| 17. CJC staff will begin collecting statistical
Data | Within 120 days of award |
| 18. Performance Measure reporting will be
Completed by CJC | Within 10 days of the First
Quarter post award |
| 19. Gun Court Implementation Committee will
Review progress of Gun Court | Every 90 days after full
implementation |
| 20. Gun Court Implementation Committee will
submit a report on Gun Court to CJC | At the conclusion of
Gun Court's first year |
| 21. Gun Court Implementation Committee will
submit a report on Gun Court to CJC | At the conclusion of
Gun Court's second year |

JOB DESCRIPTIONS

D.A.G. III – Entry

- Three years of experience in the practice of law as a member of the Delaware Bar or pursuant to Supreme Court Rule 55, or three years of experience of in the practice of law in another state as a member of that state's bar.
- Independently conducts courtroom litigation, and has tried simple Superior Court felony cases.
- Working knowledge of general case and statutory law.
- Working knowledge of court rules and procedures.
- Exhibits a basic ability to express conclusions and arguments clearly and logically in oral and written forms.
- Has demonstrated appropriate judgment in case resolution in simple Superior Court felony cases.
- Recognizes when issues need to be brought to the attention of a superior D.A.G.
- Knows when to seek assistance when appropriate.
- Thorough knowledge of, and compliance with, office policies and procedures.
- Completed mandatory Continuing Legal Education (C.L.E) requirements set forth in 11 Del. C. §2511(a)(1).

A.P.D. III - Entry

- Three years of experience in the practice of law as a member of the Delaware Bar or pursuant to Supreme Court Rule 55, or three years of experience of law in another state as a member of that state's bar.
- Independently conducts courtroom litigation and tries simple felony cases.
- Working knowledge of general case and statutory law.
- Working knowledge of court rules and procedures.
- Exhibits a basic ability to express conclusions and arguments clearly and logically in oral and written forms.
- Demonstrates appropriate judgment in a case resolution in simple felony cases.
- Recognizes when issues need to be brought to the attention of a superior A.P.D.
- Knows when to seek assistance when appropriate.
- Thorough knowledge of, and compliance with, office policies and procedures.
- Completed mandatory Continuing Legal Education (C.L.E.) requirements set forth in 11 Del. C. §2511(a)(1).



Office of Management and Budget/Human Resource Management

Probation and Parole Officer I (#MBEA01)

\$32,552.00 Yearly Min / \$40,690.00 Yearly Mid / \$48,828.00 Yearly Max

Probation and Parole Officer II (#MBEA02)

\$34,828.00 Yearly Min / \$43,535.00 Yearly Mid / \$52,242.00 Yearly Max

Senior Probation and Parole Officer (#MBEA03)

\$39,876.00 Yearly Min / \$49,845.00 Yearly Mid / \$59,814.00 Yearly Max

Probation and Parole Supervisor (#MBEA04)

\$45,656.00 Yearly Min / \$57,070.00 Yearly Mid / \$68,484.00 Yearly Max

Probation and Parole Operations Administrator (#MBEA05)

\$52,270.00 Yearly Min / \$65,338.00 Yearly Mid / \$78,406.00 Yearly Max

Probation and Parole Regional Manager (#MBEA06)

\$64,038.00 Yearly Min / \$80,047.00 Yearly Mid / \$96,056.00 Yearly Max

Director of Probation and Parole (#MBEA07)

\$78,446.00 Yearly Min / \$98,057.00 Yearly Mid / \$117,668.00 Yearly Max



Email Me when a Job Opens for the above position(s)

Description of Occupational Work

This class series uses seven levels in the Public Safety occupational group, Probation and Parole occupational series and describes work performed to motivate and ensure offenders comply with the terms of court imposed probation or conditions of release from correctional facilities. Work is performed to provide rehabilitation/prevent incarceration as well as protection of the community from possible risk.

Note: This career ladder series incorporates levels I, II, and Senior. The I level is to provide entry for hiring new employees into the class series but does not preclude hiring new employees at higher levels. Employees may be promoted through the career ladder in accordance with minimum qualifications and promotional standards. Promotional standards, a selection document under separate cover, sets forth the criteria that defines and describes the requirements that must be met at each level. Advancement of employees through the career ladder is dependent on an agency's/department's operational needs and distribution of work.

The Probation and Parole Supervisor, Operations Administrator, Regional Manager and Director levels, although not part of the career ladder, provides competitive opportunity for movement of employees.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Interviews offenders to obtain and verify personal, social and delinquent/criminal histories; evaluates information and offenders' attitude toward offense to determine community risk, frequency of client contact

and identify needs.

- Determines appropriate methods of addressing offender problems and needs based on nature and complexity of problems, offender's stability and available community resources.
- Develops and implements case supervision/treatment plans outlining goals and objectives to be accomplished and the methods and techniques to be used.
- Monitors offenders' activities to ensure compliance with the conditions of probation and parole through field visits, office appointments and telephone contact.
- Investigates possible probation and parole violations; may request warrant for arrest, search or seizure; may assist law enforcement officials in executing warrant.
- Attends hearings to answer questions, make recommendations and presents progress reports.
- Prepares narrative reports describing probation/parole violations, progress, evaluations and recommendations for case disposition.
- Prepares and updates a variety of records and files.
- Contacts offenders and their families, the courts, Board of Parole, various state institutions, community resources, mental health facilities and employers to ensure that offenders comply with the conditions of probation and/or parole and that they receive services, e.g., drug counseling, employment and family counseling, and related services.

Levels of Work

Probation and Parole Officer I

This is the entry level.

- Reports to a technical supervisor.
- Performs the full range of essential functions.

Probation and Parole Officer II

This is the full performance level.

- Work is performed with an increased independence of action at this level.
- May train lower level officers/paraprofessional staff and volunteers.

Senior Probation and Parole Officer

This is the advanced level.

- Performs lead level functions to assist in the daily supervision of unit activities such as providing staff training, approving reports of lower level staff, resolving problems and providing technical guidance in case

management.

- Coordinates program areas or special projects and serves as chair of various committees or acts as liaison with community agencies.
- Works with the most complex cases.

Probation and Parole Supervisor

This is the supervisory level.

- Supervision is exercised over at least two or more merit full time positions per Merit Rule 5.1460. The elements of supervision include planning, assigning, reviewing, evaluating, coaching, training, recommending hire/fire and discipline.
- Provides input in the development, revision, and implementation of agency goals, objectives, policies and procedures.
- Speaks before groups and provides information on agency programs.

Probation & Parole Operations Administrator

This is the administrative level planning, implementing and supervising a statewide probation/parole program or managing the daily operations of a satellite or district probation/parole office.

- Maintains contact with community service agencies to ensure initiation of referrals, proper placements and continuity of treatment as offenders move through the correctional system.
- Coordinates with all agencies and communities involved in the program(s) to ensure integrity, effectiveness and efficiency.
- Develops policies and procedures for assigned program area and provides input in the development, revision, and implementation of policies and procedures.
- Conducts preliminary hearings of offenders alleged to be in violation of parole, conditional release, or interstate probation/parole.
- Ensures compliance with legislative and reporting requirements regarding offenders and victims.
- Compiles and analyzes statistics/data for program/office measures and efficiency and budget preparation.
- Represents the department on task forces, committees and attends regular public meetings with civic associations, local law enforcement and neighborhood treatment providers to address public safety issues.

Probation and Parole Regional Manager

This is the management level overseeing the administration and operation of district and satellite probation and parole offices for an assigned geographical area.

- Administers contracts with vendors for facility and treatment services.
- Manages, through subordinate supervisors, the 24 hour/7 day operation of district and satellite probation and parole offices in an assigned geographical area.
- Develops and implements priorities, goals, programs, projects, policies and procedures.
- Participates with other Bureau management staff in planning and implementing long term goals and objectives as well as programs and services.
- Ensures the provision of quality programs and services through monitoring and proper allocation of resources.
- Develops, prepares, justifies and monitors operating budget.

- Interfaces with other district offices, courts, federal, other state, public and private agencies, community organizations, officials, legislators, contractual agencies/vendors for the purpose of acquiring services, developing/implementing programs/projects, coordinating program activities/resources, explaining laws, rules, regulations, policies and procedures, resolving complaints/problems, and related activities.
- Coordinates special projects and represents the agency on committees, task forces and at public meetings.
- Prepares special and routine status, project and investigative reports.

Director of Probation and Parole

This is the director level planning, implementing and directing Probation and Parole operations/programs statewide.

- Reports to a Bureau Chief.
- Statewide operations include probation/parole, pretrial, presentence, interstate/central office, intake services, community work programs and support services.
- Coordinates activities of program areas with the court system, Board of Parole, correctional institutions, law enforcement agencies, and private agencies.
- Develops or oversees the development and implementation of programs, policies and procedures and provides guidance in the implementation of programs and interpretation and application of laws, rules, regulations, policies and procedures.
- Prepares, administers and controls the annual budget.
- Interfaces with other agency management and officials, federal, other state, public and private agencies, community organizations, local elected officials, and legislators to address public safety issues, develop and implement programs/projects, coordinate program activities, respond to inquiries, explain laws, rules, regulations, policies and procedures and resolve complaints/problems.
- Represents the agency on a variety of state and national committees.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of human behavior.
- Knowledge of the interviewing methods and techniques used in eliciting and evaluating sensitive information from persons of various socio-economic backgrounds.
- Knowledge of the social, psychological and economic causes of behavior deviations.
- Knowledge of casework principles and practices.
- Knowledge of effective communications.
- Knowledge of the means of establishing and maintaining effective working relationships.
- Knowledge of record keeping practices and procedures.
- Ability to recognize symptoms of maladjustment and determine necessity of referral to appropriate community resources.
- Ability to relate to various backgrounds and levels of educational development and expression.
- Ability to apply the principles, theories, methods and techniques of individual, group, and family counseling when working with offenders.
- Ability to apply casework principles and practices to the preparation of treatment plans and management of varied caseload.

- Ability to exercise sound judgement in emergency situations and act in an appropriate manner.

In addition to the above Knowledge, Skills, and Abilities, the Probation and Parole Officer II requires:

- Knowledge of human behavior with emphasis on behavior deviations of persons involved in delinquent or criminal activities.
- Knowledge of the means of dealing effectively with persons in stressful situations.
- Knowledge of investigative methods and techniques.
- Knowledge of the operations of the criminal justice system including courtroom procedures, arraignment and arrest procedures.
- Knowledge of the relevant aspects of the Delaware Code and Delaware Criminal Justice System.
- Knowledge of applicable department rules, regulations, policies and procedures.
- Skill in conducting interviews for the purpose of eliciting and evaluating relevant information and making appropriate recommendations.

In addition to the above Knowledge, Skills, and Abilities, the Senior Probation and Parole Officer requires:

- Skill in evaluating clients and determining need for referrals to appropriate community resources.
- Skill in conducting investigations.
- Skill in casework principles and practices.
- Ability to provide training and technical guidance to professional employees.
- Ability to review the work of professional staff to ensure consistent application of casework principles and conformance to agency policies and procedures.

In addition to the above Knowledge, Skills, and Abilities, the Probation and Parole Supervisor requires:

- Knowledge of supervisory principles and practices.
- Knowledge of the principles, theories, methods, and techniques of individual, group, and family counseling.
- Ability to work effectively with disturbed, maladjusted, sociopathic, and/or criminal personalities in an authoritative setting.

In addition to the above Knowledge, Skills, and Abilities, the Probation and Parole Operations Administrator requires:

- Knowledge of department and division rules, regulations, policies and procedures governing community service programs.
- Knowledge of correctional program development.
- Ability to evaluate operational and programmatic problems and implement effective solutions.

In addition to the above Knowledge, Skills, and Abilities, the Probation and Parole Regional Manager requires:

- Knowledge of state, federal, department and division laws, rules, regulations, policies and procedures regarding probation and parole programs.
- Knowledge of the principles, practices and theory used in probation and parole management.
- Knowledge of the principles, practices and methods of budget preparation, analysis and monitoring.
- Knowledge of the principles and practices of contract administration.
- Knowledge of the principles, practices and techniques of program development, implementation and

evaluation.

- Knowledge of the operations of the criminal justice system.
- Skill in management of staff.
- Skill in the interpretation and application of state, federal, department and division laws, rules, regulations, policies and procedures.
- Ability to develop and implement goals, objectives, programs, projects, policies and procedures.

In addition to the above Knowledge, Skills, and Abilities, the Director of Probation and Parole requires:

- Knowledge of the principles, practices and theory of probation and parole administration and management.
- Knowledge of the principles and practices of budget administration.
- Skill in directing probation and parole operations and programs statewide.
- Skill in program design, implementation and evaluation.
- Skill in effective communication.
- Ability to evaluate, analyze and implement change.

Job Requirements

JOB REQUIREMENTS for Senior Probation and Parole Officer

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelors degree or higher in Behavioral or Social Science or related field.
2. Experience in probation and parole work which includes motivating and ensuring offenders comply with terms of court imposed probation or conditions of release from a correctional facility including arrests and searches.
3. Experience in case management which includes assessing, planning, developing, implementing, monitoring, and evaluating options and services to meet an individuals human service needs using effective counseling or interviewing techniques as well as other available resources such as service plans or case management systems.
4. Experience in conducting investigations which includes conducting interviews to obtain confidential information, gathering evidence and documenting findings.
5. Experience in providing testimony before boards, commissions, administrative bodies or court officials.
6. Experience in interpreting laws, rules, regulations, standards, policies, and procedures.
7. Experience in narrative report writing.
8. Knowledge of staff training.
9. Possession of a Drivers' License.

CLASS: MBEA01 EST: 7/1/1987

REV: 1/1/1900

FORMERLY JOB CLASS: 79644

CLASS: MBEA02 EST: 7/1/1987

REV: 1/1/1900

FORMERLY JOB CLASS: 79645

CLASS: MBEA03 EST: 7/1/1988

REV: 1/1/1900

FORMERLY JOB CLASS: 79646

CLASS: MBEA04	EST: 7/1/1987	REV: 1/1/1900	FORMERLY JOB CLASS: 79647
CLASS: MBEA05	EST: 2/15/2007 7:06:00 PM	REV: 2/15/2007 7:06:00 PM	FORMERLY JOB CLASS: 79785
CLASS: MBEA06	EST: 12/1/1992	REV: 1/1/1900	FORMERLY JOB CLASS: 79648
CLASS: MBEA07	EST: 7/1/1999	REV: 1/1/1900	FORMERLY JOB CLASS: 79650



Office of Management and Budget/Human Resource Management

Judicial Case Processor I (#MAFC01)

\$23,283.00 Yearly Min / \$29,104.00 Yearly Mid / \$34,925.00 Yearly Max

Judicial Case Processor II (#MAFC02)

\$24,910.00 Yearly Min / \$31,138.00 Yearly Mid / \$37,366.00 Yearly Max

Judicial Case Processor III (#MAFC03)

\$26,654.00 Yearly Min / \$33,317.00 Yearly Mid / \$39,980.00 Yearly Max

Judicial Case Manager I (#MAFC04)

We are currently accepting applications from REGULAR State of Delaware EMPLOYEES ONLY for this position. To apply, please close this pop-up window and then click on the link for Internal State of Delaware Jobs.

\$28,522.00 Yearly Min / \$35,653.00 Yearly Mid / \$42,784.00 Yearly Max

Judicial Case Manager II (#MAFC05)

\$30,518.00 Yearly Min / \$38,148.00 Yearly Mid / \$45,778.00 Yearly Max

Judicial Case Processing Supervisor (#MAFC06)

We are currently accepting applications for this position. To apply, please close this pop-up window and then click on the link for Delaware Employment Link Career Opportunities.

\$30,518.00 Yearly Min / \$38,148.00 Yearly Mid / \$45,778.00 Yearly Max

Judicial Case Management Supervisor (#MAFC07)

\$34,939.00 Yearly Min / \$43,674.00 Yearly Mid / \$52,409.00 Yearly Max

Judicial Operations Manager (#MAFC08)

\$37,386.00 Yearly Min / \$46,732.00 Yearly Mid / \$56,078.00 Yearly Max

Judicial Case Management Administrator (#MAFC09)

\$42,801.00 Yearly Min / \$53,501.00 Yearly Mid / \$64,201.00 Yearly Max



[Email Me when a Job Opens for the above position\(s\)](#)

Description of Occupational Work

This class series identifies nine levels of work in the Administrative Services occupational group, Legal Services occupational series and describes case processing and case management work in the Justice of the Peace Court, Court of Common Pleas, Family Court, Superior Court and Supreme Court. Case processing involves the review, preparation and processing of legal/court documents and the performance of specialized activities that support the expeditious disposition of cases. Case management involves the integration of case processing methods and techniques with the application of case flow and caseload management principles designed to move cases through the various steps of the legal process. Cases managed include all cases within the jurisdiction of each court as prescribed by the Delaware Constitution and Delaware Code.

Note: The Judicial Case Processor career ladder incorporates levels I, II, and III. The Judicial Case Manager career ladder incorporates levels I and II. The Case Processor I and Case Manager I levels are to provide entry for hiring new employees into the class series but does not preclude hiring new employees at the higher levels. All

positions allocated to the Case Processor career ladder are classified at the III level (highest level in the career ladder); however, depending upon the operational needs of the court, not all courts can support the Judicial Case Processor III level in the career ladder. To implement the career ladder, current employees are assigned to the level for which they meet minimum qualifications and promotional standards for those levels assigned to the court. Employees may be promoted through the career ladder in accordance with promotional standards for those levels assigned to the court. The promotional standards, a selection document under separate cover, set forth the criteria that define and describe the complexity of work required for advancement through the career ladder. The Judicial Case Processing Supervisor, Judicial Case Management Supervisor, Judicial Operations Manager and Judicial Case Management Administrator, although not part of the career ladder, provide competitive opportunity for movement of employees.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

JUDICIAL CASE PROCESSING

- Reviews legal/court documents for completeness, accuracy and compliance with applicable time limitations, costs and court procedures and determines appropriate procedural requirement for processing.
- Prepares and issues a wide variety of court and legal documents. Researches case files, records, databases and other sources of information to insure accuracy of case data and resolve discrepancies.
- Enters information into manual or automated systems.
- Prepares and maintains files and records insuring all required documents are included.
- Provides information on court/unit procedures and event status to the public, judges, attorneys and litigants.
- Attends hearings and proceedings to provide files, records and case information to judicial officer; records event disposition and administers oaths.

JUDICIAL CASE MANAGER

- Assesses case filings to determine placement in case track/program or recommends referral to alternative case tracks.
- Interprets and applies court rules, laws and procedural requirements for case events and caseflow management.
- Monitors and coordinates case activity through multiple legal events and processes. Tracks case events/status, anticipates case flow problems/causes for delay and initiates appropriate action to expedite cases effectively and efficiently including contacting participants to resolve issues that inhibit case flow.

- Develops case management procedures for use by judge or team.
- Advises judicial officers regarding various case events that ultimately lead to final case disposition.
- Coordinates case activity and events with judicial officers, attorneys, law enforcement agencies and litigants.
- Resolves technical case processing issues requiring research of case data and coordinating activities with other agencies and courts.
- Researches case files, records and other sources of information to insure accuracy of case data, prepare and issue court documents and resolve discrepancies and issues related to caseflow.
- Establishes and maintains contacts with the legal community, other agencies and courts/units, both externally and internally, to ensure case flow is expedited.
- Enters case data into automated case management systems; prepares and maintains case files and records.

Levels of Work

Judicial Case Processor I

This is the entry level of case processing work: learning the legal processes and procedures and performing the full range of processing activities of limited complexity.

- Receives on-the job training and attends training classes.
- Learns agency operations, automated systems and the application of the rules, laws, policies and procedures to standard case activity.
- Processes legal documents of limited complexity.
- Performs basic entries in automated case management systems.
- Assists higher level staff in processing more complex case activities and legal documents.
- Regular contacts are with litigants, agency staff and other judicial/legal office staff for the purpose of gathering and relaying information in processing case documents.

Judicial Case Processor II

This is the full performance level of case processing work. This level performs the full range of processing activities for a diversity of complex cases. Work is reviewed upon completion.

- Applies court rules, laws, policies and procedures to standard case activities. Interpretations of complex applications in non-standard situations receive supervisory review.
- Processes legal documents for complex cases.
- Performs complex entries in automated case management systems.
- Determines jurisdiction and case type for scheduling purposes.
- Coordinates cases with other case processors that involve multiple court actions in various other functional areas of the court's operations.
- Determines priorities of cases based on court standards and procedural requirements.

- Assists higher level staff in processing the most complex case activities and legal documents.
- Regular contacts are with litigants, judges, case management and other agency staff and other judicial/legal/law enforcement office staff for the purpose of gathering and relaying information in the processing of case activities and resolving complaints and problems.

Judicial Case Processor III

This is the advanced level of case processing. This level performs the full range of processing activities for the most complex cases with minimal supervisory direction.

- Trouble shoots and resolves complex case processing/court support issues, issues involving court customers, the public, case participants and pro se litigants, etc.
- Interprets and applies complex court rules, policies and procedures.
- Prepares and issues legal documents for the most complex cases. May include consolidating cases for one court appearance.
- Provides technical guidance, training and assistance to lower level staff on new/revised programs, court rules, policies and procedures.
- May assist with scheduling, assigning and reviewing the work of unit staff. May provide input on the development of new/revised processes and procedures.
- Collects data and prepares reports and correspondence on court statistics and operations.
- Regular contacts are with judges, attorneys, litigants, law enforcement officials and defendants to provide complex case processing support.

Judicial Case Processing Supervisor

This is the first line supervisor of a unit of Judicial Case Processors or the supervisor of a Justice of the Peace Court. Work may also include performing actual caseload management functions.

- Incumbents are versed in the operations of the court and associated functions in other courts. Coordinates case activities with other internal and external departments, agencies, and courts.
- Participates in and oversees the processing of court/legal documents to insure cases move forward in accordance with court rules, directives and laws.
- Develops and implements operating procedures.
- Interprets and applies all laws, court rules, directives, policies and procedures.
- Unit supervision requires supervision exercised over two or more merit or judicial classified full time positions per the Merit Rules and Judicial Personnel Rule 5.1350. The elements of supervision include planning, assigning, reviewing and evaluating performance, training and recommending hire, termination and discipline. Supervision also includes responsibility for providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals and resolving informal grievances. Overall supervision of the operations of a JP Court.
- Responds to issues and inquiries from the general public, attorneys, litigants and defendants often requiring tact, diplomacy and discretion.

Judicial Case Manager I

This is the entry level of caseload management work learning the legal processes and procedures and case management functions while performing the full range of case management activities.

- Attends training programs and receives on-the-job training in all aspects of cases within a civil or criminal caseload, trial functions, drafting judicial orders and independently managing a caseload.
- Learns the principles, practices, methods and techniques of case management including case type identification, Courtroom management/protocol, and event tracking/ monitoring and case flow management.
- Manages the full range of case management activities under close supervision.
- Learns, interprets and applies court rules, laws and procedural requirements for case events and case flow management.
- Learns the organizational structure, jurisdiction and functions of all courts and the interrelationship with related agencies (i.e. criminal justice and law enforcement agencies, social service/community service agencies, non-profit, governmental).
- Principal contacts are with the public, attorneys, judges, pro se litigants, criminal justice agencies and other courts to obtain information needed to prepare cases, provide information on cases, resolve discrepancies in case data and respond to procedural questions.

Judicial Case Manager II

This is the full performance level of caseload management work performing the full range of case management activities. In addition to the full range of caseload management activities, work may also include supervising case processing support staff.

- Manages the full range of case management activities independently.
- Expedites case flow with minimal judicial/administrative intervention.
- Interprets and applies state laws, court rules, policies and procedures.
- Resolves complex technical issues related to case flow.
- Recommends appropriate action to judicial officer regarding procedural requirements for case event/disposition.
- Principal contacts are with the public, attorneys, judges, pro se litigants, criminal justice agencies and other courts to obtain information needed to prepare cases, provide information on cases, resolve discrepancies in case data and respond to procedural questions.

Judicial Case Management Supervisor

This is the first line supervisor of a unit of case processors and Judicial Case Managers. Supervision of Judicial Case Managers is required to be classified at this level.

- Incumbents are thoroughly versed in the operations of the court and associated functions in other courts.
- Supervision is exercised over two or more merit or judicial classified full time positions per the Merit Rules and Judicial Personnel Rule 5.1350. The elements of supervision include planning, assigning, reviewing and evaluating performance, training and recommending hire, termination and discipline. Supervision also includes responsibility for providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals and resolving informal grievances.
- Coordinates case activities with other internal and external departments, agencies and courts/units.
- Provides input in the development of policies and procedures in conjunction with other department/unit managers to insure compliance with overall court objectives and goals.
- Confers with judges/administrators on matters affecting the day to day management of the court's caseload.
- Evaluates operations, develops and implements recommendations for area of specialization/function.
- Regular contacts are with judges, attorneys, litigants, law enforcement agencies and other local agencies.

for the purpose of ensuring cases are processed expeditiously and legally.

Judicial Operations Manager

This is the first line manager of a unit of a court's operations (i.e., 24-hour JP Courts or other designated courts, county-wide operations for CCP, criminal or civil divisions in Family Court, or a major functional unit of Superior Court operations) responsible for program/administrative responsibilities such as implementing policies/procedures, representing the courts' operations in the testing of pilot programs as the subject matter experts and implementing new programs as a result of legislation. Positions typically report to an administrative superior.

- Supervision is exercised over two or more merit or judicial classified full time positions per the Merit Rules and Judicial Personnel Rule 5.1350. The elements of supervision include planning, assigning, reviewing and evaluating performance, training and recommending hire, termination and discipline. Supervision also includes responsibility for providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals and resolving informal grievances.
- Participates as a team member in the development of and oversees the implementation of programs designed to expedite work and case flow and to implement new laws and court mandates. Implements and participates in pilot projects.
- Works with a variety of internal and external groups to identify and resolve issues that impact court operations and case flow.
- Represents the court on various committees, task forces and working groups.
- Regular contacts are with the court's management, other court management, law enforcement officials, judges, and other high level government officials for the purpose of advising on issues, identifying and resolving operational or legal problems and ensuring the court's goals and objectives are met.

Judicial Case Management Administrator

This is the administrative management level.

- Supervision is exercised over two or more merit or judicial classified full time positions per the Merit Rules and Judicial Personnel Rule 5.1350. The elements of supervision include planning, assigning, reviewing and evaluating performance, training and recommending hire, termination and discipline. Supervision also includes responsibility for providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals and resolving informal grievances.
- Responsible for developing and monitoring budgetary or fiscal elements for operations, projects and programs.
- Participates in the development and oversees the implementation of programs designed to expedite work/caseload on a court-wide basis.
- Works with a variety of internal and external groups to identify and resolve issues that impact court operations.
- Represents the court on various committees, task forces and working groups.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the knowledge, skills and abilities listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of civil and/or criminal court procedure, rules, policies and procedures.
- Knowledge of the applicable sections of the Delaware Code.
- Knowledge of legal terminology and processes.
- Knowledge of the standard office practices and procedures.
- Knowledge of automated case management systems used to input, retrieve, track and maintain data.
- Knowledge of methods and techniques of case processing.
- Ability to prepare and process documents in an accurate and timely manner.
- Ability to communicate effectively with a variety of court customers, staff and other agencies.
- Ability to interpret legal documents.
- Ability to prepare, and maintain accurate legal records.

In addition to the above knowledge, skills and abilities, the Judicial Case Processor II requires:

- Skill in the use of automated case management systems.
- Skill in the application of court rules, policies and procedures.
- Skill in applying the standards and practices in case processing.

In addition to the above knowledge, skills and abilities, the Judicial Case Processor III requires:

- Skill in the interpretation of court rules, policies and procedures.
- skill in communicating with court customers, especially in sensitive/stressful situations.
- Skill in identifying and resolving complex problems associated with case processing.

In addition to the above Knowledge, Skills and Abilities, the Judicial Case Processing Supervisor requires:

- Knowledge of the principles and practices of supervision.
- Knowledge of principles and practices of caseload management.
- Ability to develop and implement unit operating procedures.

In addition to the above Knowledge, Skills and Abilities, the Judicial Case Manager I:

- Knowledge of civil and/or criminal court procedure, rules, policies and operations.
- Knowledge of the applicable sections of the Delaware Code.
- Knowledge of case processing techniques.
- Knowledge of civil/criminal courtroom protocol and proceedings.
- Knowledge of the principles and practices of caseload management.
- Knowledge of the organization and structure of courts and agencies.
- Knowledge of the operations of criminal justice agencies.
- Ability to coordinate case activities among other court offices, attorneys and litigants.
- Ability to identify and resolve case flow issues.
- Ability to utilize automated systems for input, retrieval and tracking.
- Ability to communicate effectively both orally and in writing, during/including in courtroom proceedings.
- Ability to establish and maintain effective working relationship with judges, court personnel, attorneys and litigants.
- Ability to develop case/team/unit specific processing procedures.
- Ability to exercise sound judgment in recommending case action.

In addition to the above Knowledge, Skills and Abilities, the Judicial Case Manager II requires:

- Knowledge of the principles and practices of supervision.
- Skill in effective and efficient management of cases and a case load.
- Skill in resolving complex issues in managing a caseload.
- Skill in coordinating activities for multiple cases.
- Skill in evaluating and assessing cases, procedures and processes.
- Skill in applying civil/criminal courtroom protocol and proceedings during multiple, concurrent case flow activities.
- Skill in the interpretation and application of court rules, directives, policies and procedures.
- Skill in communicating effectively.

In addition to the above Knowledge, Skills and Abilities, the Judicial Case Management Supervisor requires:

- Knowledge of the principles and practices of supervision.
- Ability to develop and implement operating procedures.

In addition to the above Knowledge, Skills and Abilities, the Judicial Operations Manager requires:

- Ability to plan, develop and implement court operational programs.

In addition to the above Knowledge, Skills and Abilities, the Judicial Case Management Administrator requires:

- Knowledge of the principles and practices of management and administration.
- Skill in planning, developing, evaluating and implementing case management programs, policies and procedures.
- Ability to develop cost projections for projects and programs.

Job Requirements

JOB REQUIREMENTS for Judicial Case Processing Supervisor

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Experience in document processing and control which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures and ensures quality assurance of results.
2. Experience in interpreting laws, rules, regulations, standards, policies, and procedures.
3. Experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. Experience in narrative report writing
5. Knowledge of staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.

CLASS: MAFC01	EST: 7/1/2000	REV: 1/1/1900	FORMERLY JOB CLASS: 72270
CLASS: MAFC02	EST: 7/1/2000	REV: 1/1/1900	FORMERLY JOB CLASS: 72271
CLASS: MAFC03	EST: 7/1/2000	REV: 1/1/1900	FORMERLY JOB CLASS: 72272
CLASS: MAFC04	EST: 7/1/2000	REV: 1/1/1900	FORMERLY JOB CLASS: 72274
CLASS: MAFC05	EST: 7/1/2000	REV: 1/1/1900	FORMERLY JOB CLASS: 72275
CLASS: MAFC06	EST: 7/1/2000	REV: 1/1/1900	FORMERLY JOB CLASS: 72273
CLASS: MAFC07	EST: 7/1/2000	REV: 1/1/1900	FORMERLY JOB CLASS: 72277
CLASS: MAFC08	EST: 7/1/2000	REV: 1/1/1900	FORMERLY JOB CLASS: 72278
CLASS: MAFC09	EST: 7/1/2000	REV: 1/1/1900	FORMERLY JOB CLASS: 72279



Office of Management and Budget/Human Resource Management

Criminal Justice Senior Planner (#MFEB02)

\$42,801.00 Yearly Min / \$53,501.00 Yearly Mid / \$64,201.00 Yearly Max



Email Me when a Job Opens for the above position(s)

Summary Statement

An incumbent in this class provides staff support to the subcommittees of the Delaware Criminal Justice Council.

Nature and Scope

An incumbent in this class receives general supervision from an administrative superior and is responsible for performing a variety of functions in support of programs/projects which are developed and/or monitored by the Criminal Justice Council. This class is differentiated from the lower level by the complexity of programs/projects

assigned and the responsibility for conducting research of complex issues impacting on major Criminal Justice system agency operations or program areas. Work includes drafting legislation required to implement new programs, studying the feasibility of implementing and/or expanding new or existing programs, and participating in the preparation of grant applications. In addition, an incumbent may be assigned to special subcommittee/task forces involved in addressing a specific issue within the Criminal Justice system. Typical contacts include Court system, law enforcement, legal and correctional agency staff for the purpose of resolving issues related to the Criminal Justice system.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Reviews and analyzes various programs administered in other states to determine feasibility of program duplication in the State of Delaware.
- Conducts studies and surveys to gather data pertaining to areas being researched; analyzes information and reports findings and recommendations.
- Monitors and evaluates programs funded through the Council to insure compliance with Federal/State grant requirements.
- Drafts legislation required to implement new or revised existing programs.
- Provides staff support to task forces and subcommittees.
- Participates in the preparation of grant applications to obtain funding for programs by drafting narrative description of program/project objectives/goals.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of the principles and practices of program planning and evaluation.
- Knowledge of Criminal Justice agency operations.
- Knowledge of research methods and techniques including data gathering analysis.
- Ability to gather and analyze a variety of data and draw sound conclusions.
- Ability to prepare clear, concise reports and recommendations.
- Ability to establish and maintain effective working relationships with Criminal Justice agency staff and Council members.
- Ability to communicate effectively both orally and in writing.

Job Requirements

JOB REQUIREMENTS for Criminal Justice Senior Planner

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Experience in criminal justice research which includes systematic study to discover and establish facts.
2. Experience in interacting with criminal justice organizations such as law enforcement, courts, corrections, parole boards, community groups, or local governments.
3. Experience in descriptive statistics such as the mean, median, mode or standard deviation.
4. Experience in program evaluation which includes evaluating programs and services to identify problems, determine compliance and evaluate the effectiveness and efficiency to ensure program goals and overall objectives are met.
5. Experience in recommending alternatives, improvements, courses of action and other changes based on findings.
6. Experience in developing policies or procedures.
7. Experience in writing reports in a structured format containing an introduction, presenting the thesis, purpose or proposal with supporting evidence, explanation, facts, and analysis or examples with a conclusion or recommendations.
8. Knowledge of grant management and control which includes monitoring and evaluating grant expenditures.

CLASS: MFEB02

EST: 7/1/1987

REV: 1/1/1900

FORMERLY JOB CLASS: 76472

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Recovery Act – Edward Byrne Memorial Competitive Grant Program

Certification as to Recovery Act Reporting Requirements

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Accountability and Transparency under the Recovery Act" in the program announcement for the Recovery Act grant program identified above. I have also read and reviewed section 1512(c) of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), concerning reporting requirements for grants. I agree that the applicant will comply with the reporting requirements set forth therein with respect to any grant the applicant may receive under the Recovery Act grant program identified above.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Justice Programs).



Signature of Certifying Official

James Kane

Printed Name of Certifying Official

Executive Director

Title of Certifying Official

Criminal Justice Council

Full Name of Applicant Entity

4/28/09

Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Recovery Act -- Edward Byrne Memorial Competitive Grant Program

**General Certification as to Requirements for Receipt of Funds
for Infrastructure Investments**

On behalf of the applicant state or unit of local government (including tribal government) named below, I certify the following to the Office of Justice Programs ("OJP"), U.S. Department of Justice:

I have personally read and reviewed the section entitled "Eligibility" in the program announcement for the Recovery Act grant program named above. I also have personally read and reviewed section 1511 of the American Recovery and Reinvestment Act of 2009 (the "Recovery Act"), which requires a specific certification prior to receipt of Recovery Act funds for infrastructure investments.

Initial the statement that applies:

The applicant identified below does not intend to use any portion of any funds received under this Recovery Act grant program for any infrastructure investment. Should this intention change, the applicant will promptly notify OJP, and (except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law) will not draw down, obligate, or expend any funds received under this Recovery Act program for any infrastructure investment project until section 1511 of the Recovery Act has been satisfied, and an adequate project-specific certification has been executed, posted, and submitted to OJP.

The applicant identified below does intend to use some or all of any funds received under this Recovery Act grant program for one or more infrastructure investment projects. Except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law, I agree that the applicant entity will execute, post, and submit to OJP, prior to obligating, expending, or drawing down funds for such project, a project-specific certification that satisfies all of the requirements of section 1511 (including execution by the Governor, mayor, or other chief executive, as appropriate) for each such infrastructure investment project.

Page 2 of 2

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

General Certification as to Requirements for Receipt of Funds
for Infrastructure Investments

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant (that is, the governmental entity applying directly to the Office of Justice Programs).



Signature of Certifying Official

James Kane

Printed Name of Certifying Official

Executive Director

Title of Certifying Official

Criminal Justice Council

Full Name of Applicant Government Entity

4/22/09

Date