

INSTRUCTIONAL ASSISTANT, ADMINISTRATION OF JUSTICE

DEFINITION

Monitors and maintains one or more instructional administration of justice laboratories used in the administration of criminal justice public agencies' affiliated educational programs; assists students and faculty with instructional activities; and orders, issues, receives, and stores classroom materials and supplies.

TYPICAL DUTIES

- Schedules and oversees the use of one or more instructional administration of justice laboratories by students, faculty and staff.
- Explains to students the established instructional laboratory policies and use of equipment and orients students to established policies within the instructional laboratory.
- Assists instructors and students with instructional activities including firearm's training, crime scene analysis, and other activities related to the educational programs.
- Assists instructors in the set-up of classes and preparation of instructional materials, course outlines, and study aids.
- Advises instructional staff of problems encountered with the educational program or with the progress of individual students.
- Reports equipment and system malfunctions and needed maintenance to technical personnel when appropriate and maintains records of service calls.
- Advises and responds to student inquiries regarding course requirements and advises students regarding specific Administration of Justice degree and certificate program requirements.
- Cross-references course titles and subject matter related to courses completed previously to current affiliated education requirements and coordinates with staff to award appropriate course and certificate credit.
- Issues and receives materials for student use in classroom assignments, keeps records, and effects the return of supplies and equipment checked out to students.
- Maintains laboratory attendance and progress records.
- Maintains inventory records of supplies and equipment and prepares periodic inventory reports and requisitions.
- Prepares certificates for certain courses.
- May provide training and work direction to student employees.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Administration of Justice** applies knowledge of the fundamentals of criminal justice public agencies' affiliated educational programs in assisting students and faculty with instructional activities and is responsible for the day-to-day operations of instructional laboratories, which include: preparation of equipment, materials, and supplies; storekeeping functions; and proper use of equipment and materials.

Instructional Assistants in other academic disciplines are responsible for the day-to-day operations of instructional laboratories and apply their specialized knowledge to a broad range of duties related to the day-to-day operations of their academic departments.

SUPERVISION

General supervision is received from a Department Chair. Functional supervision may be received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

Principles of administration of justice and/or fire technology
General terminology common to administration of justice and/or fire technology field
Basic principles of evidence identification and handling
Basic principles of firearm's training
Capabilities of computer systems, software, and hardware common to instructional laboratories
Principles of recordkeeping

Ability to:

Provide instructional assistance to students and instructional staff
Work effectively and cooperatively with students and instructional staff
Communicate effectively both orally and in writing
Effectively utilize computer hardware and software
Give clear and concise instructions
Keep detailed and accurate records
Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. An associate degree or its equivalent from a recognized college or university with a major in administration of justice or a closely related field.

OR

- B. An associate degree or its equivalent from a recognized college or university **AND** completion of a certificate in administration of justice or a closely related field.

OR

- C. Graduation from high school or its equivalent **AND** two years of full-time paid experience in the field of law enforcement or a closely related field.

Special:

A valid Class "C" California driver's license.
Access to an automobile.