



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

CRIMINAL JUSTICE AND LAW ENFORCEMENT TEACHERS, POSTSECONDARY

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Criminal Justice and Law Enf-B	I1111B	55	
Criminal Justice and Law Enf-O	I1111O	60	
Criminal Justice and Law Enf-A	I1111A	65	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Teach courses in criminal justice, corrections, and law enforcement administration. Include both teachers primarily engaged in teaching and those who do a combination of both teaching and research.

Nature of Work

Criminal justice and law enforcement teachers, postsecondary are assigned responsibilities involving the training and professional development of working adults in various topics or skills including educating on crime patterns, the causes of crime and how to prevent it, the psychology of criminals and how criminal activity affects society. Criminal justice is a field that draws upon ideas and theories from fields including psychology, sociology, public policy and more. Criminal justice teachers act as private consultants, offering teaching services to law enforcement professionals. Postsecondary teachers prepare lesson plans and other materials to be used in conducting training, scheduling and coordinating various workshops, classes or seminars. In addition to teaching, postsecondary teachers, particularly those at 4-year colleges and universities, perform a significant amount of research in the subject they teach. Postsecondary teachers provide career-related education for working adults in criminal justice, corrections, and law enforcement administration.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role conduct basic law enforcement training and may assist in the development of advanced and/or specialized law enforcement training projects and courses.

Recommended Education and Experience for Full Performance

Associates Degree in Criminal Justice and four (4) years of law enforcement or adult corrections experience.

CRIMINAL JUSTICE AND LAW ENFORCEMENT TEACHERS, POSTSECONDARY

Minimum Qualifications

High School diploma and two (2) years of law enforcement and/or adult corrections experience.

Operational

- Employees in this Role independently develop and conduct basic, advanced, and/or specialized law enforcement training.
- Employees monitor students' progress, counsel students on weaknesses, academy rules and expectations, and recommend discipline/dismissal of students.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Criminal Justice and/or Public Safety and two (2) years of experience in law enforcement or adult corrections.

Minimum Qualifications

Associate's Degree in Criminal Justice and two (2) years law enforcement and/or adult correctional experience. Any combination of education from an accredited college or university in Sociology, Criminology, Psychology or Penology and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Advanced

- Employees in this Role plan and direct advanced, and/or specialized law enforcement training projects and courses, prepare and monitor training budget, recommend and initiate changes to improve staff efficiency and morale and are responsible for directing the training activities of a law enforcement academy.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Criminal Justice and four (4) years law enforcement or adult correctional experience.

Minimum Qualifications

Associate's Degree in Criminal Justice and four (4) years law enforcement and/or adult correctional experience. Any combination of education from an accredited college or university in Sociology, Criminology, Psychology or Penology and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

CRIMINAL JUSTICE AND LAW ENFORCEMENT TEACHERS, POSTSECONDARY

Skills

Speaking — Talking to others to convey information effectively.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Instructing — Teaching others how to do something.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 5/16/2013

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.