Policy Analyst, Senior

POSITION ANNOUNCEMENT
Reno, Nevada

Policy Analyst, Senior
Juvenile and Family Law Programs
Family Violence and Domestic Relations

Salary Range: $47,925 – $71,900 per annum, DOE
FLSA Status: Exempt

The National Council of Juvenile and Family Court Judges (NCJFCJ), a non-profit organization headquartered in Reno, NV, pursues a mission to improve courts and systems’ practice and raise awareness of the core issues that touch the lives of many of our nation’s children and families. A leader in continuing education opportunities, research, publication development, technical assistance, and policy development in the field of juvenile and family justice, the NCJFCJ is unique in providing practice-based resources to jurisdictions and communities nationwide. NCJFCJ values staff who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ staff work collaboratively in a team setting, both internally and interdepartmentally, to achieve this mission.

A position of Senior Policy Analyst is currently available in the Family Violence and Domestic Relations (FVDR) program. This position requires previous experience in responding to the co-occurrence of domestic violence and child maltreatment, domestic violence policy, and practice advocacy in the child protection system. The minimum requirements for this position include:

- A degree from an accredited four-year college or university
- At least five years’ experience in providing child protection or child welfare services, domestic violence, or juvenile/family law-related field
- Demonstrated understanding of policy development processes in relation to the co-occurrence of domestic violence, child maltreatment, domestic violence, and child welfare fields
- Demonstrated ability to work in a team setting and process-oriented environment as well as work independently to initiate, organize, and follow tasks to completion
- The ability to work cooperatively with staff, partner organizations, child welfare agencies, domestic violence advocacy groups, the judiciary, and FVDR advisory committees and groups
- Demonstrated ability to write grants and complete grant requirements in a timely manner
- Familiarity with budget management

This position has a strong emphasis on critical thinking, analytical ability, writing policy briefs and papers, providing in-depth technical assistance and training on the co-occurrence of domestic violence and child maltreatment and related submit matter, and working collaboratively with partners and system representatives. Applicants must have strong organizational skills with both a broad vision and attention to detail, comprehensive computer skills, and a willingness and ability to travel nationwide. Occasional lifting up to 50 lbs. may be required. A detailed job description follows.

FOR FULL CONSIDERATION, applicants must submit the following:

- Tailored Letter of Interest
- Résumé or CV
- National Council Application form

Please direct all of the required application materials to:
Email (preferred): ljones@ncjfcj.org

Hard Copy:
National Council of Juvenile and Family Court Judges
Lauri Jones, Human Resources Generalist
P.O. Box 8970
Reno, NV 89507

This position will remain open until filled.

~ NCJFCJ is proud to be an Affirmative Action/Equal Opportunity Employer ~

NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES
POSITION DESCRIPTION

Policy Analyst, Senior

Position Summary
Under supervision of professional personnel, the Senior Policy Analyst evaluates current legal and social aspects of issues in relation to domestic violence, custody, child abuse, and other aspects of juvenile and family law. Heavy emphasis is on research, writing, analysis of data and various information, and designing and giving presentations in an adult education setting. This position may supervise others. The following generally describes the minimum education, experience, knowledge, and abilities required to enter the job and to perform the essential functions of this position.

Position Requirements
Undergraduate degree from an accredited university and at least five years of experience in child welfare, domestic violence, or juvenile/family law-related field; or an equivalent combination of education and experience in a relevant field. Advanced degree preferred, along with a passion or preference for working in a non-profit environment. Background in adult education is helpful.

Knowledge, Skills, and Abilities

- Independent decision making and problem solving skills
- Demonstrated understanding of professional issues related to domestic violence, child welfare, juvenile and family law, or juvenile justice
- Knowledge of the principles of adult education
- Strong presentation skills with a focus on adult education
- Familiarity with principles of budget management
- Knowledge of administrative, clerical, and office procedures and systems
- Strong computer skills and proficiency utilizing various software programs such as Microsoft Office Suite (Word, Excel, PowerPoint, etc.), Adobe Professional, iMIS Database or other database management programs, and design programs
- Ability to manage files and maintain records
- Ability to learn terminology and follow policies and procedures related to juvenile and family law
- Strong, effective communication skills, both verbally and in writing, regarding public policy, legal and social aspects of specialized areas of interest in child welfare, juvenile and family law, or juvenile justice
- Ability to plan and carry work through to completion, with limited supervision, with accuracy and with strong emphasis on attention to detail
- Able to manage multiple tasks and projects utilizing time management and organization skills
• Ability to establish and maintain positive and collaborative working relationships with co-workers, members of the organization, public and private officials, partner organizations, and the general public
• Ability to direct and supervise the work of subordinate personnel
• Knowledge of proper telephone and e-mail practices and etiquette
• Ability to use discretion and manage confidential information
• Must exhibit professional demeanor and good interpersonal skills

Principal Duties and Responsibilities
Essential functions and responsibilities may include, but are not limited to, the following:
• Effective, clear, successful grant writing and completion of grant requirements in a timely manner
• Collection and analysis of data from various sources
• Timely and accurate production of reports and related materials
• Delivery of instruction in adult training seminars on topics of expertise
• Timely and accurate responses to requests for information from staff, professionals in the field, and the general public

Working Environment
Fast-paced, high-pressure, professional office environment. While performing the duties of this job, some extended sitting, stooping, standing, carrying, and occasional lifting of up to 50 lbs. (with assistance) may be required. Evening, weekend, holiday, and overtime work may be required. Some travel, locally and nationally, is required. The physical demands of this position are representative of those that must be met in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
This position is not limited to those duties listed in the job description. Functions and responsibilities may be added, deleted, expanded upon, or reduced as the position evolves and to meet the business needs of the National Council of Juvenile and Family Court Judges.