

Career Services

@ John Jay

Careers in Criminal Justice and Public Service



**John Jay College of Criminal Justice
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General Guidelines Regarding Federal Background Investigations/Checks for Government Positions

Source: U.S. Office of Personnel Management @ www.opm.gov

What exactly is a background investigation/check?

It is an evaluation of an applicant's criminal, employment and personal history used to ascertain the applicant's integrity, personal adjustment and reliability of behavior. An investigation is intended to find out whether there exist any historical facts, such as violations of laws, regulations or statutes that would interfere with the applicant's ability to perform the job. Examples of violations include criminal records and past illegal drug use. The applicant's permission may be required in order to conduct the investigation depending on how extensive the check will be.

Why are background investigations performed?

"The interests of national security require that all persons privileged to be employed in the departments and agencies of the government shall be reliable, trustworthy, of good conduct and character, and of complete and unswerving loyalty to the United States." (www.opm.gov) Thus, anyone being considered for appointment/employment/contract work within the government must be investigated, and the scope of each investigation depends on the type of position in question as well as the nature of the harm that may possibly result from having that position. This investigation requirement applies for all positions, whether or not the position requires security clearance.

What is the meaning of security clearance?

Security clearance refers to having access to classified national security information.

Who supplies background information to the investigating agency?

Background information is collected from the applicant as well as from current and/or former employers, co-workers, friends, neighbors and other sources who are knowledgeable about the applicant.

Why are current employers of an applicant contacted?

Current employers are contacted as part of the requirements of an investigation and as part of the actual employment so that an applicant's employment information can be verified and other inquiries involving the applicant's background can be addressed.

Why are family members of an applicant included in the investigation?

Since family members often influence most persons, the investigating agency has to determine whether the applicant's behavior may be influenced by family. It must be ascertained if the applicant can be exploited by pressure or threats from or against family members.

Are other persons whose names were not submitted by the applicant included in the investigation?

Because the investigation must produce a balanced and unbiased report, the investigators must identify, locate and interview a sufficient number of persons who know the applicant well. Thus, the investigators cannot only interview those people the applicant identified since doing so would produce a questionable report.

What happens if someone provides false or misleading information regarding the applicant?

The applicant may be granted the opportunity to refute any false or misleading information later; many types of background investigations include a personal interview. Investigators interview as many people who know the applicant as possible to obtain the most comprehensive, balanced and accurate report.

Why are the applicant's fingerprints needed?

The applicant's fingerprints are needed to check the FBI's fingerprint files and verify that the applicant is not a criminal; all federal employees are fingerprinted.

Are credit reports included in the background investigation?

Most investigations include a search of the commercial credit reporting agencies.

How long is a background investigation?

The length of an investigation varies depending on the type of investigation but each investigation requires that certain areas are covered before the investigation can be completed. If security clearance is a necessary part of the job, this affects the length of the investigation as well.

What if the applicant refuses to provide some or all of the information required to conduct the investigation?

Providing the information is entirely voluntary; however, because the investigation is a requirement of the job, if the applicant does not provide the information to conduct the investigation, the applicant will not meet the job requirements and will not be considered for the job any further.

Is it legal for the government to conduct background investigations?

Congress, the President and the agencies responsible for enforcing the laws and orders require this process.

What if the applicant cannot remember specific information such as dates or addresses?

The applicant should approximate the information as best as possible and indicate that it is an approximation on the application. If interviewed, the applicant should point out the approximation to the investigator. Approximations, however, may lengthen the time it takes to conduct the background investigation.

What if the applicant remembers additional information after completing and submitting the questionnaire?

The applicant should immediately notify the security officials to whom the questionnaire was submitted.

Does the applicant have to answer all questions on the security questionnaire for the investigation even if the resume answers some of the same questions?

All information on the questionnaire must be completed fully; the resume is a part of the application process while the security questionnaire is a part of the investigation process.

Which organizations are responsible for conducting background investigations?

A combination of organizations conducts background investigations/checks: U.S. Office of Personnel Management, Department of Defense, Federal Bureau of Investigations (FBI) and a few other agencies. The FBI is responsible for mostly conducting investigations regarding high level presidential appointments, cabinet officers, agency heads and staff members who are employed to work at the White House for the President.

Who sees the applicant's information?

Personnel Security, Suitability and Investigations professionals who have already been investigated at the proper level and who possess a genuine and demonstrated need for access to the applicant's information are the only individuals authorized to see the information.

N.B.

As a general rule, any and all information on the Internet, especially information that can be found on any of the social networking sites, are subject to coming up during the background check. All job applicants should be careful of the information they post on the Internet since more and more employers are reviewing this information, and many employers may consider this information in determining whether to make a job offer.

Careers in Law Enforcement and Public Safety

What jobs are there in this field?

- Bailiff
- Ballistics Expert
- Booking Officer
- Campus Police
- Chief of Police
- Commissioner
- Communications Officer
- Community Corrections Officer
- Community Safety Coordinator
- Computer Crime Specialist
- Crime Scene Investigator
- Deputy U.S. Marshal
- Detective
- Drug Enforcement Administration Agent
- Federal Air Marshal
- Immigration/Customs Investigator
- Insurance Fraud Investigator
- Intelligence Officer
- Police Officer
- Public Safety Director
- Secret Service Agent
- Security Specialist
- Sheriff
- Special Agent
- State Trooper
- Transit Police
- Transportation Security Administration Officer

Where can I work?

Local Agencies:

- Township and Special District Police (usually in rural areas);
- The Constable;
- The Marshal;
- Municipal Police

County Agencies:

- Sheriff/ County Corrections
- County Police;
- County Coroner or Medical Examiner

State Agencies:

- State Investigative Agencies
- State Fire Marshal Division
- State Department of Natural Resources (Fish, Game, Watercraft)
- Driver and Vehicle Services Division
- Department of Human Rights
- State Law Enforcement/State Police and Highway Patrol

Federal Agencies:

Department of Homeland Security (DHS) - this agency is primarily concerned with countering national threats. Agencies within this department include:

- U.S. Customs and Border Protection
- U.S. Secret Service
- U.S. Citizenship and Immigration Services (USCIS)
- U.S. Immigration and Customs Enforcement (ICE)
- U.S. Federal Emergency Management Agency (FEMA)
- U.S. Coast Guard
- U.S. Transportation Security Administration (TSA)
- U.S. Federal Computer Incident Response Center (FedCIRC)

U.S. Department of Justice (DOJ) - the department can be regarded as the largest law firm in the country since it represents U.S. citizens. Law enforcement agencies under this department are:

- U.S. Federal Bureau of Investigations (FBI)
- U.S. Office of the Inspector General (OIG)
- U.S. Drug Enforcement Administration (DEA)
- U.S. Marshals Service
- U.S. Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- U.S. Office of Justice Programs
- U.S. Federal Bureau of Prisons (BOP)

Other agencies that hire enforcement agents are:

- U.S. Internal Revenue Service (IRS)
- U.S. Federal Aviation Administration (FAA)
- U.S. Central Intelligence Agency (CIA)
- U.S. Bureau of Diplomatic Security
- U.S. United Nations Security
- U.S. Mint
- U.S. Postal Inspectors
- U.S. Bureau of Indian Affairs (BIA) Office of Tribal Justice
- U.S. Forest Service
- U.S. National Park Service (NPS)
- U.S. Department of Defense (military, navy, marine corps, air force)

* Private Industry companies also hire Criminal Justice graduates for private security firms and community corrections (halfway houses)

How do I get there?

Employment requirements for a law enforcement officer are governed by civil service regulations. Entry requirements may vary by state and position.

Age: For many law enforcement positions, candidates must be at least twenty years old; the maximum age limit varies. For employment in the Federal Government, one must be between the ages of 21-37 at the time of appointment.

Tests: These include:

- physical exams (vision, hearing, strength, agility),
- written exams,
- polygraph exams for certain positions;
- background investigations, and
- drug tests.

Education/Experience: Applicants must have at least a high school diploma. Federal and State agencies usually prefer or require a college degree. Careers with certain federal agencies, for example CIA and FBI, require several years of job-related experience.

Related majors at John Jay College of Criminal Justice

- Computer Information Systems
- Correctional Studies
- Criminal Justice
- Deviant Behavior and Social Control
- Forensic Psychology
- Government
- International Criminal Justice
- Justice Studies
- Legal Studies
- Police Science
- Security Management

For further information on Careers in Law Enforcement and Public Safety refer to Appendix 1.

Careers in Fire Services

What jobs are there in this field?

Firefighters- their responsibilities include:

- extinguishing fires
- responding to medical emergencies
- cleaning and maintaining equipment
- conducting practice drills and fire inspections
- engaging in physical fitness activities
- enduring long and irregular hours of rigorous work

Fire Inspectors- some duties are to

- prepare written reports on fire incidents
- participate in community education/prevention efforts
- check structures for fire code compliance
- work with developers to ensure buildings meet codes

Fire Investigators- these professionals typically

- investigate criminal negligence or arson
- collect evidence
- interview witnesses
- write fire reports
- testify in court

Some Other Related Careers:

- Alarm/Detection System Technician
- Extinguishing System Technicians
- Fire Protection System Plan Reviewer
- Fire Science Researcher
- Forensic Investigator
- Hazard Evaluator
- Industrial Fire Protection Officer
- Insurance Company Fire Protection Representative
- Life-Safety Professional
- Process-Safety Technician
- Sprinkler System Technician

Where can I work?

Those in the fire services field may work in urban and suburban areas, airports, chemical plants, other industrial sites, and rural areas like grasslands and forests.

How do I get there?

- Generally, applicants for municipal fire fighting jobs must pass a written exam, tests of strength, physical stamina, coordination, and agility, and a medical examination that includes drug screening.
- Usually, applicants must be at least 18 years of age and have a high school education or the equivalent.
- Instructional classes and practical training, usually require EMT certification
- Some college-level courses may be useful; many fire departments offer fire fighters incentives such as tuition reimbursement or higher pay for completing advanced training.

The line of promotion is usually to engineer, lieutenant, captain, battalion chief, assistant chief, deputy chief, and finally, chief. For promotion to positions higher than battalion chief, many fire departments now require a bachelor's degree. An associate's degree is required for executive fire officer certification from the National Fire Academy.

Related majors at John Jay College of Criminal Justice

- Fire Science
- Fire and Emergency Services
- Public Administration

For further information on Careers in Fire Services refer to Appendix 2.

Careers in the Courts

What jobs are in this field, and how do I get there?

Lawyers

Represent clients in criminal and civil proceedings, either as a prosecutor or defense attorney; counsel clients regarding their legal rights and responsibilities; apply knowledge of laws and judicial decisions to their client's situation.

- **Requirements:** a Juris Doctorate (JD) degree which is a 3-4 year post-bachelor's degree—keen competition for entry. After graduating from law school, one must pass a state bar exam to practice law in any state.

Judges/Magistrates

Apply the law and oversee legal processes in courts; preside over cases.

- **Requirements:** Generally one must have had previous experience as an attorney, and one must have complied with qualifications specific to the state one is licensed to practice law.

Paralegals

Assist lawyers in investigating cases, research case law, help to prepare closings, hearings, trials, and corporate meetings. They may work in law firms, corporate legal departments, and in various levels of government.

- **Requirements:** Associate's degree in Paralegal Studies; a certificate in Paralegal Studies for those with a college degree. Some employers provide on the job training for those with degrees not related to Paralegal Studies. Paralegals may be promoted after working as a legal secretary.

Court Reporters

Create written transcripts during judicial proceedings or during meetings; ensure that legal records are complete, accurate, and secure.

- **Requirements:** One year of training to become a voice (using voice recording technology), 33 months to become a steno typist. Training is offered throughout many postsecondary vocational and technical schools and colleges. An associate's and sometimes a bachelor's degree are typically required. To earn the Certified Court Reporter designation, there is a state certification test administered by a board of examiners.

Bailiffs/ Court Officers

Court Officers work to facilitate the court process; maintain order in the court, and provide security for those in the courtroom. Some are sworn law enforcement officers, and others are not.

- **Requirements:** When a sworn officer is required, candidates must meet the same qualifications as a police officer (U.S. citizenship, meet physical requirements, pass written and agility tests, background investigations, training). A high school diploma is typically needed for entry level positions. At least two years of experience and/or a college degree are needed for higher level court-security positions.

Clerks

Assist with the administration of justice by maintaining records, court schedules, and the evidence submitted to court. This position is mainly clerical, but one may work up to a Clerk of the Court position which is more prestigious and well paying. Clerks of Court are involved with such tasks as summoning potential jurors, subpoenaing and swearing in witnesses.

- **Requirements:** A high school diploma is the minimal requirement; a bachelor's degree or several years of experience in the field are usually needed for higher positions.

Court Administrators

Develop the court's calendar, organize operations, monitor existing budget allocations and planning, work to reduce backlogs and speed the process of court procedures.

- **Requirements:** Good organizational and decision making skills, a bachelor's degree and additional administrative experience are typically required. An increasing number of court administrators have a master's degree in business administration or law degrees.

Law Librarian

Maintain and evaluate library systems and perform legal research.

- **Requirements:** a graduate degree in Library Science; some law librarians may also obtain a law degree (JD).

Related majors at John Jay College of Criminal Justice

- Correctional Studies
- Criminal Justice
- Judicial Studies
- Justice Studies
- Legal Studies

For further information on Careers in the Courts refer to Appendix 3.

Careers in Corrections

What jobs are in this field, and how do I get there?

Corrections Officers

Oversee individuals who have been arrested and are awaiting trial or serving time in jail; maintain security to prevent assaults and escapes.

- **Requirements:** Most institutions require that officers are at least 18-21 years of age, a U.S. citizen, have a high school diploma or equivalent, have met physical/health standards, two years of work experience, had no felony convictions, and have passed drug screening. A college degree may enhance prospects for promotion.

Probation Officers

Supervise and counsel individuals placed on probation; evaluate progress of persons on probation.

Parole Officers

Supervise offenders who have been released from prison on parole; ensure that offenders follow conditions of their parole.

Correctional Treatment Specialists (Corrections Counselor/Caseworker)

Counsel offenders at correctional facilities and help them plan and prepare for their release. Duties may include case management, counseling, alcohol/drug evaluations, assessments of offenders' needs, and providing psycho-educational group sessions.

Pretrial Services Officers

Conduct investigations before the trial to determine whether the suspect should be released before the trial; supervise released suspects to ensure that they follow the terms of their release.

- **Requirements:** Most states require a bachelor's degree for probation/parole and counselor positions. These careers require active listening skills, speaking/reading comprehension skills, the ability to make sound judgments, and service orientation.

Warden- Oversees a correctional facility: plans and manages facility, budget and staff operations.

- **Requirements:** This is not an entry level position. Candidates usually have experience working in a correctional facility; those with a college and graduate education are typically sought. Some possess a master's degree in Business Administration.

Other careers in corrections include administrative, clerical, educational, professional/technical, medical, religious, and recreational services.

Related majors at John Jay College of Criminal Justice

- Correctional Studies
- Criminal Justice (BA/ BS)
- Criminology
- Deviant Behavior and Social Control
- Forensic Psychology
- Judicial Studies

For further information on Careers in Corrections refer to Appendix 4.

Careers in Human Services

What jobs are in this field, and how do I get there?

Psychologists, social workers/case managers, and counselors are typically involved in the justice system. They may provide assessments, social services, counseling/therapy and consultation services.

- **Social Workers**-Assess the needs of individuals and helps to find adequate housing, employment, coping with serious illness/disability, dealing with domestic or relationship conflicts. Social Workers may specialize in different areas: Research/Planning and Policy Development, Child/Family or School Social Work, Mental Health or Substance Abuse Counseling.

Those with a Bachelor's degree in Social Work or a related degree may pursue entry level positions (Human Services Assistant). A Master of Social Work (M.S.W) is needed for many higher level positions. A Clinical Social Work (CSW) degree is needed for more advanced mental health positions and for private practice. Social workers require licensure, which involves passing an exam and fulfilling a certain number of supervised hours of work experience.

- **Counselors**- These professionals help people with various issues-personal/family, vocational/educational problems, mental health concerns, and substance abuse. They are employed by social service or educational agencies, correctional institutions, and residential care facilities.

Those with a Bachelor's degree in Counseling/Psychology or a related field may attain entry level positions. A Master's in Counseling is typically needed for higher paying or supervisory positions. Almost all states require licensure for mental health or marriage/family counseling. To obtain licensure, counselors must fulfill educational requirements, pass an exam, and complete a certain number of supervised hours of counseling experience.

- **Psychologists**- Provide assessments and therapy for clients facing a variety of issues as well as provide consultation services to different organizations. A Doctorate is required to be considered a licensed psychologist. Those interested in working in the criminal justice system may specialize in Clinical/Counseling or Forensic Psychology.
- **Forensic Psychology**- the application of psychology to the criminal justice system; includes dealing with child custody disputes, child abuse or neglect cases, assessing personal capacity to manage one's affairs, competency to stand trial, criminal responsibility, personal injury, advising judges in matters relating to sentencing, and consulting with attorneys regarding issues such as jury selection .

Some key classes to consider taking as an undergraduate are in Criminology, Criminal Law, Statistics, Research Methods, Social Psychology, and Abnormal Psychology. Opportunities with a Bachelor's Degree are limited in this field. Those with a Master's Degree typically work under the supervision of doctoral level psychologists, in correctional facilities, or become involved with research and/or policy work. A Doctorate allows one the ability to pursue wider options and has the potential for a greater income.

Related majors at John Jay College of Criminal Justice

- Criminology
- Deviant Behavior and Social Control
- Forensic Psychology

For further information on Careers in Human Services refer to Appendix 5.

Careers in Private Security

According to the American Society for Industrial Security, the security field is one of the fastest growing professional fields worldwide. Those in this field work to prevent theft, workplace violence, terrorism, and white collar crime.

Private security officers differ from public security workers in that they are hired by businesses, industry, or other private entities, rather than the local, county, state or federal government. They take a more preventative role: they aim to stop losses or damage before they occur.

Private officers may work directly for the company they guard or may be contracted from an independent security company. They often work in cooperation with public law enforcement and often individuals may transition from private to public security careers or *vice versa*.

Private security officers are involved in activities such as physical security, loss and crime prevention, fraud, economic crime investigation, information security, background investigations, fire and life safety, disaster management, executive protection and computer security.

What jobs are in this field?

Entry level jobs typically include security guards or patrol officers. They may work in such places as shopping centers, office buildings, hospitals, banks, and airports.

Mid-level positions include private investigators, detectives, armed couriers, central alarm respondents and consultants. This work often involves background checks for employment, insurance and credit card applications, civil litigation and investigation of workers' compensation claims.

Top-level positions include managing a private security company, or setting up a security system for a private cause.

Private Security Officers may specialize in several areas:

- Corporate Security
- Cyber Security
- Executive Protection
- Financial Services Security
- Health Care Security
- International Security
- Information Technology Security
- Loss Prevention
- Private Security Management
- Terrorism
- Workplace Violence and Legal Liability

How do I get there?

Most states require that guards, private investigators and private detectives be licensed. To be licensed as a guard, one must be at least 18 years old, pass a background check, complete classroom training, and pass drug testing. Most employers prefer guards with high school degrees.

There are no standard educational requirements for most private detective and investigator jobs, although many have college degrees. These positions usually require significant law enforcement or investigative experience. Some states may require education in police science, criminal law, or justice. Be sure to check the requirements within the state you wish to work.

Related majors at John Jay College of Criminal Justice

- Computer Information Systems in Criminal Justice
- Criminal Justice
- International Criminal Justice
- Police Studies
- Security Management

For further information on Careers in Private Security refer to Appendix 6.

Careers in Forensic Science

What do Forensic Scientists do?

Forensic scientists are involved in all aspects of criminal cases, and the results of their work may serve either the defense or the prosecution. They use scientific investigative techniques to gather facts and examine evidence related to criminal and sometimes civil law cases. Forensic scientists provide information and expert opinion to investigators, attorneys, judges, and juries which is helpful in determining the innocence or guilt of the accused. They also often serve as expert witnesses in court.

Where can I work?

Forensic scientists work in laboratories, at crime scenes, in offices, and in morgues. They may work for federal, state and local government, forensic laboratories, hospitals, universities, toxicology laboratories, police departments, medical examiner/coroner offices, or as independent forensic science consultants.

How do I get there?

According to the American Academy of Forensic Sciences, to become a forensic scientist you should obtain:

- a bachelor's degree in Science; some areas of Forensic Science require advanced degrees; take Chemistry, Biology, Math, and English Composition;
- good speaking skills — take public speaking; join the drama club, toastmasters, and the debate team;
- good note-taking skills;
- the ability to write an understandable scientific report;
- intellectual curiosity;
- personal integrity.

Forensic Scientists may specialize in different areas:

- Criminalistics
- Engineering Sciences
- General
- Jurisprudence
- Odontology
- Pathology/Biology
- Physical Anthropology
- Psychiatry & Behavioral Science
- Questioned Documents
- Toxicology

Related major at John Jay College of Criminal Justice

Forensic Science majors may specialize in one of three tracks: Criminalistics, Toxicology, or Molecular Biology.

For further information on Careers in Forensic Science refer to Appendix 7.

Careers in Public Administration

Who are Public Administrators?

Public Administrators manage government and non-profit programs and agencies, such as airports, schools, and parks. Public administrators are responsible for hiring and firing personnel, preparing and analyzing budgets, planning for the development of an institution, and interpreting laws and policies. They may also act as a representative for their organization, playing a public relations role and working with advisory committees, public agencies and elected officials.

What jobs are in this field?

The following are areas of specialization within Public Administration outlined by the Demographics & Workforce Section, Weldon Cooper Center, University of Virginia (2007):

- **State and local government**-work as county and city managers and administrators, legislative staffers, urban planners, as managers of correctional facilities, airports, parks, public works departments, low-income housing, or more.
- **Nonprofit management**-work for non-profit and community-based organizations, deal with issues such as economic development, housing, poverty, and urban and neighborhood planning.
- **Healthcare administration**- co-ordinate with public, private and non-profit health institutions, including hospitals and HMOs.
- **Urban Affairs**-work in public affairs careers as policy analysts, planners and researchers.
- **Philanthropic development**- develop fundraising programs for museums, educational institutions and financial organizations.
- **Fiscal Management**- administer the financial running government programs and businesses determine budgets, perform accounting and auditing, raise and distribute taxes, tariffs and fees, and establish ethical and fair practices that minimize corruption.
- **Transportation**- manages the country's transportation systems, including airports, railways and highways.
- **Disability Studies**-administer programs aimed at the disabled.

A public administrator may have one of the following titles: Policy Analyst, Program Director, Director of Development, Budget Consultant, Human Resource Manager, Occupational Safety Coordinator, Lobbyist, Information Specialist or Grant Writer.

How do I get there?

Public management is not an entry-level occupation. The minimum requirement for jobs in this field is a four-year bachelor's degree, but most jobs require a master's degree in Public Administration, Business Administration, Public Affairs, Public Policy or Public Management.

Experience working within the public sector is also often required. Positions teaching at universities require a doctorate in Public Administration or Public Policy.

Related majors at John Jay College of Criminal Justice

- Criminal Justice Administration and Planning Government
- Public Administration BA
- Public Administration BA/MPA (combined program)
- Master of Public Administration

For further information on Careers in Public Administration refer to Appendix 8.

Careers in Computer Information Systems

What jobs are in this field?

Most organizations rely on some level of computer information technology to keep things running efficiently and effectively. Within the field of computer information systems one may become involved in the following activities: software development, information systems design, the modeling of public systems, hardware support, application development, end user support, networking and e-commerce.

Some positions within this field are:

- Application Analyst
- Business Systems Analyst
- Chief Information Officer
- Chief Security Officer
- Computer Network Manager
- Computer Operations Manager
- Database Administrator
- Database Architect
- Field Engineer
- Help Desk Manager
- Network Administrator
- Network Analyst
- PC Technician
- Programmer
- Programmer/Analyst
- Technical Project Manager
- Technical Sales
- Technical Trainer
- Technical Writer
- Telecommunications Specialists
- Web Designer
- Web Software Developer

Information technology specialties within the criminal justice system:

- **Computer Security Specialists:** set up plans to keep companies' information and technology private.
- **Computer Forensics:** uncover and analyze information within computer data systems that may be used as evidence in criminal cases.
- **Cryptanalysts:** analyze and decipher secret coding systems and decode messages for military, political, or law enforcement agencies or organizations; help provide privacy for people and corporations, and keep hackers out of important data systems; work to secure many of the information systems, such as the Internet, electronic mail and home banking.

Computer positions within the government:

The Federal Government often needs workers with computer expertise. These jobs involve duties ranging from performing common office tasks to engineering complex information technology networks. Education requirements vary by job, but the government typically desires formally-schooled workers. The experience required also varies by job and ranges from entry level to proficiency.

These jobs are typically classified as:

- 1802 Computer Clerk and Assistant
- 0854 Computer Engineering
- 0332 Computer Operation
- 1550 Computer Science
- 0334 Computer Specialist

How do I get there?

Most organizations require a certification or post-secondary degree in some aspect of computer information for most positions.

Related major at John Jay College of Criminal Justice

Computer Information Systems (specialization in either Criminal Justice or Public Administration)

For further information on Careers in Computer Information Systems refer to Appendix 9.

Careers in International Criminal Justice

What is International Criminal Justice?

The field of International Criminal Justice involves studying, preventing, and controlling crime at the international level. Some main areas of focus in the field are genocide, crimes against humanity, war crimes, drug trafficking, terrorism, and money laundering.

Where can I work?

Some agencies that provide opportunities for those interested in the field of International Criminal Justice are:

- **International Criminal Court**-established to prosecute people accused of genocide, crimes against humanity and war crimes. The Court offers internships to motivated young professionals with good academic qualifications who are in the early stages of their careers.
- **International Criminal Police Organization (INTERPOL)** - the largest international police organization, works to prevent and combat international crime, and facilitates international police co-operation.
- **United Nations**- international organization set up to maintain peace and develop positive relations among nations, to solve international economic, social, cultural and humanitarian problems, and to protect human rights and basic freedoms.
- **U.S. Department of State**-organization responsible for implementing U.S. foreign policy by managing diplomatic relations with other countries, promoting international peace and stability, issuing visas to foreigners, promoting international business opportunities, and protecting American citizens who are traveling or living abroad. The organization consists of the Foreign Service and Civil Service. Officers working in the Foreign Service respond to the needs of and defend Americans in other countries. Foreign Service officers work in embassies, consulates, and other diplomatic missions all over the globe. Civil Service workers are headquartered primarily in Washington D.C. and deal with such issues as human rights, narcotics control, trade and environmental concerns
- **U.S. Agency for International Development (USAID)** - an independent federal government agency-According to the USAID website, the aim of the organization is to: support long-term and equitable economic growth and advance U.S. foreign policy objectives by supporting: economic growth, agriculture and trade, global health, democracy, conflict prevention, and humanitarian assistance overseas. Offers student internship opportunities.

Federal agencies such as the Federal Bureau of Investigation, Drug Enforcement Administration, U.S. Secret Service, Central Intelligence Agency, U.S. Department of

Defense and the National Security Agency have workers serving domestically and around the world, who are involved with international issues.

What jobs are in this field?

- Administrative Officer
- Advocacy Associate
- Air Marshal
- Building & Maintenance Specialist
- Case Planner
- Central Intelligence Agency (CIA) Agent
- Communications Electronics Officer
- Counselor for Abused Immigrant Women
- Counter Narcotics Policy Oversight Officer
- Court Clerk
- Court Officer
- Court Security Specialist
- Criminologist
- Diplomat
- Diplomatic Courier
- Diplomatic Security Officer
- Drug Enforcement Agency (DEA) Agent
- Family Support Worker
- Federal Bureau of Investigation (FBI) Agent
- Financial Management, Information Management Specialist
- Fire Protection Officer
- Foreign Service Officer
- General Services Officer (Diplomatic) Personnel Officer
- Intelligence Officer
- International Criminal Investigator
- International/Criminal Lawyer
- Juvenile Counselor
- Management Analyst or Trainee
- Mediation Counselor
- Medical Officer
- Narcotic Control Officer
- Office of the Legal Adviser
- Police Officer
- Project Director
- Secret Service Agent
- Security Engineering Officer
- Security Specialist
- Special Agent
- State Trooper
- U.S. Marshal
- Victim Assistance Counselor
- Youth Services Coordinator

How do I get there?

While there are several paths to careers in international criminal justice, positions are highly competitive and a Bachelor's or Graduate Degree is typically needed. It would be helpful to do the following:

- take advantage of study abroad programs and internship/volunteer opportunities with international agencies.
- develop knowledge of international and domestic affairs, international law/government systems.
- develop an understanding of different cultures and multicultural sensitivity.
- although foreign language skills may not be required by all positions, developing fluency in other languages would be beneficial.
- join national/international professional associations, read international publications.

For some positions in federal organizations you may have to take physical exams (vision, hearing, strength, agility), written exams, polygraph exams, and undergo background investigations and drug testing. Federal agencies typically have certain age and citizenship requirements as well.

Related majors at John Jay College of Criminal Justice

International Criminal Justice, BA

For further information on Careers in International Criminal Justice refer to Appendix 10.

Appendix 1 (Careers in Law Enforcement and Public Safety)

Air Force Office of Special Investigations: **<http://www.afpc.randolph.af.mil/osi>**

American Federation of Police and Concerned Citizens: **<http://www.apfh.org/afp-cc.html>**

Association of Public Safety Communications Officials: **<http://www.apcointl.org>**

Bureau of Labor Statistics (BLS), U.S. Department of Labor: **<http://www.bls.gov>**

Central Intelligence Agency (CIA) Career Paths: **<https://www.cia.gov/careers/index.html>**

Criminal Justice USA: **<http://www.criminaljusticeusa.com/>**

Drug Enforcement Administration: **<http://usdoj.gov/dea>**

Federal Bureau of Investigation (FBI): **<http://www.fbi.gov>**

Law Enforcement Job Postings/Career Advice: **<http://www.lawenforcementjobs.com/>**

New York City Police Department: **<http://www.nyc.gov/html/nypd/home.html>**

U.S. Department of Homeland Security (DHS): **<http://www.dhs.gov>**

U.S. Department of Justice: **www.usdoj.gov**

U.S. Marshals Services: **<http://www.usmarshals.gov>**

U.S. Secret Service: **<http://www.secretservice.gov>**

Appendix 2 (Careers in Fire Services)

Bureau of Labor Statistics (BLS), U.S. Department of Labor: **<http://bls.gov>**

Fire Service Careers: **<http://www.firehouse.com/>**

New York City Fire Department: **<http://www.nyc.gov>**

Appendix 3 (Careers in the Courts)

American Bar Association (ABA): **<http://www.abanet.org>**

Bureau of Labor Statistics (BLS), U.S. Department of Labor: **<http://www.bls.gov>**

Law School Admission Council: **<http://www.lsac.org>**

National Court Reporters Association: **<http://www.verbatimreporters.com>**

National Federation of Paralegal Associations: **<http://www.paralegals.org/home.html>**

New York State Unified Court System:

<http://www.courts.state.ny.us/careers/statewide/index.shtml>

Standing Committee on Legal Assistants: **<http://www.abanet.org/legalassts>**

United States Court Reporters Association: **<http://www.uscra.org>**

Appendix 4 (Careers in Corrections)

American Correctional Association: **<http://corrections.com/aca>**

American Jail Association: **<http://www.corrections.com/aja/index/html>**

American Probation and Parole Association: **<http://www.appa-net.org/>**

Bureau of Labor Statistics (BLS), U.S. Department of Labor: **<http://bls.gov>**

Federal Bureau of Prisons: **<http://www.bop.gov>**

International Corrections and Prisons Association: **<http://www.icpa.ca/>**

Appendix 5 (Careers in Human Services)

American Board of Forensic Psychology: **<http://www.abfp.com/>**

American Counseling Association: **<http://www.counseling.org/>**

American Psychological Association: **<http://www.apa.org/>**

American Sociological Association: **<http://www.asanet.org/>**

Bureau of Labor Statistics (BLS), U.S. Department of Labor: **<http://www.bls.gov>**

Human Service Careers: **<http://www.hscareers.com/>**

National Association of Social Workers: **<http://www.naswdc.org/>**

Social Service Job Search Site: **<http://www.socialservice.com>**

Appendix 6 (Careers in Private Security)

National Association of Legal Investigators: **<http://www.nationline.org>**

Security Magazine: **<http://www.securitymagazine.com>**

Security, Police, and Fire Professionals of America: **<http://spfpa.org>**

The American Society for Industrial Security (ASIS) website: **<http://www.asisonline.org>**

Appendix 7 (Careers in Forensic Science)

The American Academy of Forensic Sciences: **<http://aafs.org/>**

American College of Forensic Examiners Career Opportunities:
<http://www.acfei.com/career.php>

Appendix 8 (Careers in Public Administration)

American Society for Public Administration: **www.aspanet.org**

Federal employment: **www.ourpublicservice.org**

GovExec.com: **www.govexec.com/jobs/**

International City/County Management Association: **www.icma.org**

Journal of Public Administration, Research and Theory: **www.jpart.oupjournals.org**

National Association of Schools of Public Affairs and Administration: **www.naspaa.org**

Nonprofit careers for M.P.A's: **www.idealists.org/resource_guides/guide_capacity_intro.html**

Public Administration and Management: An Interactive Journal: **www.pamij.com**

Public Management Magazine: **www2.icma.org/pm/8506/?hsid=1&ssid1=398**

The National Academy of Public Administration: **www.napawash.org**

The Riley Guide: Jobs in Public Service Administration: **www.rileyguide.com/public.html**

United Nations Online Network in Public Administration and Finance: **www.upan.org**

Appendix 9 (Careers in Computer Information Systems)

Bureau of Labor Statistics (BLS), U.S. Department of Labor: **<http://www.bls.gov>**

Careers in Computer Information Systems: **<http://www.unh.edu/unhm/cis/careers.html>**

Computer and Information Systems Managers:

<http://www.collegegrad.com/careers/manag30.shtml>

JustTechJobs.com: **<http://www.justtechjobs.com>**

Monster Technology: **<http://www.technology.monster.com>**

United States Computer Emergency Readiness Team (US-CERT): **<http://www.us-cert.gov/>**

You may also search for government computer jobs at USAJobs.com

Appendix 10 (Careers in International Criminal Justice)

Careers at CIA: **<https://www.cia.gov/careers/jobs/index.html>**

Careers in the U.S. Department of State: **<http://www.careers.state.gov/>**

Drug Enforcement Administration: **<http://www.usdoj.gov/dea/index.htm>**

FBI's-International Presence: **<http://www.fbi.gov/contact/legat/legat.htm>**

International Criminal Court: **<http://www.icc-cpi.int/home.html&l=en>**

INTERPOL: **<http://www.interpol.int/>**

On-line Resources for locating International Jobs:

<http://www.wku.edu/CareerServ/welcome/students/int-stu/joblist2.htm>

U.S. Agency for International Development (USAID): **<http://www.usaid.gov/>**

United Nations: **<http://www.un.org/>**

United States Secret Service: **<http://www.secretservice.gov/>**

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