

WHAT

Can I Do With a Degree in Criminology/Criminal Justice?

Career Information and Job Resources

Bachelor of Arts (B.A.) in **Criminology**

Master of Arts (M.A.) in **Criminal Justice**

Department of Criminology, Sociology, and Geography

Arkansas State University





Criminology

Bachelor of Arts (B.A.)

Department of Criminology, Sociology, and Geography

Description

Majors in the Department of Criminology, Sociology, and Geography are prepared for many professions including teaching, government service, law, business, research, cartography, and community planning; and for professional careers within the criminal justice system such as police, truancy and probation officers, parole officers, and correctional and research personnel.

College: [College of Liberal Arts & Communication](#)

Department: [Criminology, Sociology, and Geography](#)

Curriculum

Curriculum and degree requirements can be found in the most current Undergraduate Bulletin.

[Visit the bulletins page >>](#)

Admission Process

To be admitted into this program the student should go to the Criminology, Sociology, and Geography (CSG) departmental office and ask to declare a major in Criminology.

Criminal Justice

Master of Arts (M.A.)

Description

The M.A. in Criminal Justice is designed to serve two purposes. First, the program will assist in developing additional analytical skills for in-service practitioners with B.A./B.S. in the field or in a closely related field. Second, the program will provide a good foundation for students who wish to pursue doctoral studies.

In order to fulfill the requirements of the program, students are required to select a graduate committee comprised of at least three faculty members from the graduate faculty, two of whom must be from the department of Criminology, Sociology, and Geography. The selection of the committee should take place no later than the end of a student's second semester in the program. Additionally, students are required to submit a graduate plan to the committee for consideration, which shall indicate the courses that a student plans to take to fulfill the degree requirements. At least two members of the committee must approve of the plan.

Curriculum

Curriculum and degree requirements can be found in the most current Graduate Bulletin.

[Visit the bulletins page >>](#)

Admission Requirements

- B.A. or B.S. in Criminal Justice, Criminology, Political Science, Psychology, Sociology, or other closely related field.
- Two letters of recommendation.
- Statement of purpose, AND
- A minimum cumulative undergraduate GPA of 3.0 or a minimum of 3.0 for the last 60 hours of undergraduate course work completed.
- A minimum grade of B in the following undergraduate courses, or their recognized equivalents:
 - SOC 3383, Social Statistics
 - SOC 4293, Methods of Social Research

Thesis Option

Students must complete a capstone project of either a thesis or comprehensive exam. Both projects will require students to work with a committee to guide them through the project. Students choosing the thesis option will be allowed to take up to 6 credit hours of CRIM 670V. Thesis students will be required to orally defend their thesis proposal and final thesis.

Application Deadlines

Priority deadlines for admission and for consideration for graduate assistantship are May 1 (for Summer or Fall admission); November 1 (for Spring admission).

Career Path Sheet - Criminology and Criminal Justice

*This sheet has sample occupations, work settings, employers, and career development activities associated with this major. **Some of these options may require additional training and career planning.** You are not limited to these options when choosing a possible career path.*

To find out more about the daily work of these professions, skills needed, and salary ranges, go to [Occupational Outlook Handbook](#) and type a career title into the search field.

Sample Occupations

- | | | |
|---|--|--|
| • Adjudicator* | • Court Diversion Specialist* | • Law Enforcement Officer* |
| • Air Marshal* | • Crime Intelligence Analyst* | • Lawyer* |
| • Alcohol/Tobacco/Firearms Agent* | • Crime Lab Technician* | • Loss Prevention Specialist |
| • Appeals Reviewer | • Criminologist* | • Narcotics Investigator* |
| • Arson Investigator | • Detective* | • Paralegal* |
| • Bailiff /Bail Bonding Agent* | • Document Examiner* | • Parole/Probation Officer* |
| • Border Patrol Agent* | • FBI/Secret Service Agent* | • Polygraph Examiner/Operator* |
| • Community Relations Worker | • Fingerprint Classifier/Examiner* | • Postal Inspector |
| • Computer Crime Specialist* | • Fire Marshal* | • Prison Case Manager* |
| • Conservation Officer* | • Fish and Game Warden | • Private Investigator* |
| • Consumer Safety Officer | • Forensic Scientist* (Arson, Drug Chemist, Firearms, Serologist Technician) | • Security Consultant* |
| • Corporate Security Specialist* | • Fraud Analyst/Investigator | • Sexual Assault Prevention Educator* |
| • Correctional Officer* (Federal, State, County) | • Health Inspector* | • Sheriff* |
| • Counselor* (Corrections, Family, Juvenile, Substance Abuse) | • Inspector/Compliance Officer | • Social Worker* |
| | • Judge* | • State Police/Highway Patrol Officer* |
| | • Law Clerk* | • Victim Advocate |
-

Sample Work Settings

- | | | |
|---------------------------------|---------------------------------------|--------------------------------------|
| • Armed Forces | • Drug Treatment Center | • Probation Departments |
| • Attorney General's Office | • Educational Institutions | • Public Defender's Offices |
| • Central Intelligence Agency | • Federal Bureau of Investigation | • Social Service Agencies |
| • Community Transition Programs | • Federal Department of Corrections | • State Attorney's Offices |
| • Corporate Security Offices | • Fish and Game Commissions | • State Bar Association |
| • Courts (Juvenile, Adult) | • Highway Patrol | • US Department of Justice |
| • Crime Labs | • Immigration & Customs Enforcement | • US Environmental Protection Agency |
| • Crisis Centers | • Internal Revenue Service | • US Marshal Service |
| • Customs & Border Protection | • Juvenile Detention Center | • US Secret Service |
| • Diplomatic Services/Embassies | • Peace Corps | • Victim/Witness Services |
| • Drill Academies/Boot Camps | • Private Attorney Offices | • Worker's Compensation |
| • Drug Enforcement Agency | • Private Detective Agencies | • Youth Facilities |
| | • Private Security/Surveillance Firms | |
-

Sample Employers

A sample of organizations that have hired students with a concentration in criminology.

- | | | |
|---|---|--|
| <ul style="list-style-type: none">Federal Bureau of Investigation | <ul style="list-style-type: none">Arkansas State PoliceArkansas Highway Police | <ul style="list-style-type: none">US Border PatrolUS Marshals |
|---|---|--|

Sample Career Center Library Resources

- George, M. (2020). *Careers for the Criminal Justice Major: A Practical Guide to Course Selection, Descriptions of Entry-Level Positions and Best Prospects for Career Development*.
 - Careers in Law Enforcement --- page 75
 - Careers in Corrections (written by Glen E. McKanzie, Jr.) --- page 85
 - Careers in Private Security --- page 95
 - Graduate School and Law School --- page 109
 - The Importance of an Internship --- page 51
 - Disqualifiers and What to Avoid during College Years --- page 57
- Mijares, T. C. (2018). *Careers for the criminal justice major: A practical guide to course selection, descriptions of entry-level positions and best prospects for career development*. Springfield, Illinois: Charles C Thomas, Publisher, Ltd.
- Institute for Career Research. (2009). *Career in criminology*. S.l.: Institute For Career Research.
- MacLeod, J. F., Grove, P. G., & Farrington, D. P. (2012). *Explaining criminal careers: Implications for justice policy* (1st ed.). Oxford: Oxford University Press. doi:10.1093/acprof:oso/9780199697243.001.0001

Self-Exploration and Career Information

To explore occupational outlooks and salaries:

- NACE Starting Salaries Survey Data
www.naceweb.org/salary-resources/starting-salaries.aspx
- Occupational Outlook Handbook
www.bls.gov/ooh
- Salary.com
www.salary.com
- Jobs Fairs and Hiring Events
<https://adc.arkansas.gov/job-fairs-and-hiring-events>
- **See additional resources in Career Services (**Arkansas State University)
<https://www.astate.edu/careers>

Sample Websites

- Federal Job Information, US Office of Personnel Management
www.usajobs.opm.gov
- Justice Information Center, National Criminal Justice Reference Service
www.ncjrs.gov
- Official Home of Corrections
www.corrections.com
- US Department of Justice
www.usdoj.gov

Arkansas

- Arkansas Government Jobs
<https://adc.arkansas.gov/jobs>
- Arkansas State Jobs
https://www.ark.org/arstatejobs/index.php?ina_sec_csrf=ce1d59a789d41c97efaae60de835d32a&ac:show:show_job=1&agencyid=77&jobid=100601
- Arkansas Law Enforcement Job Openings
<http://www.policejobsinfo.com/find-a-police-job/see-who-is-hiring/ar/>

Additional Information

- Arkansas State University Career service
<https://www.astate.edu/careers>
- Department of Criminology, Sociology, and Geography website
<https://www.astate.edu/college/liberal-arts/departments/criminology-sociology-geography/>



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I. LAW ENFORCEMENT POSITIONS

POLICE OFFICER: CITY, COUNTY, STATE, CAMPUS, AND FEDERAL

General requirements: Most departments require a high school diploma. Some departments require a 2-year degree and pay higher salaries for bachelors and/or master's degrees. Police officers must pass physical fitness tests, be eligible to carry a firearm, pass employment examination and background investigations and complete law enforcement training, typically at a police academy.

Sample Jobs in Arkansas:

- Arkansas Government Jobs
<https://adc.arkansas.gov/jobs>
- Arkansas State Jobs
https://www.ark.org/arstatejobs/index.php?ina_sec_csrf=ce1d59a789d41c97efaae60de835d32a&ac:show:show_job=1&agencyid=77&jobid=100601
- Arkansas Law Enforcement Job Openings
<http://www.policejobsinfo.com/find-a-police-job/see-who-is-hiring/ar/>
- Jonesboro Police Department
<https://jonesboropolice.com>
- University Police - Arkansas State University
<https://www.astate.edu/a/police/>

F.B.I. AGENT

- Education requirements- 4 year degree from an accredited college or university -3 years of professional work experience required
- Age 23-37, eligible to carry a firearm
- Exams and background investigation

-See <http://www.fbijobs.gov/11.asp> for other qualifications, critical skills, physical fitness requirements, and application and hiring process

Job description:

- FBI Special Agents are responsible for conducting sensitive national security investigations and for enforcing over 300 federal statutes. As an FBI Special Agent you may work on matters including terrorism, foreign counterintelligence, cybercrime, organized crime, white-collar crime, public corruption, civil rights violations, financial crime, bribery, bank robbery, extortion, kidnapping, air piracy, interstate criminal activity, fugitive and drug-trafficking matters, and other violations of federal statutes.

Source: www.fbi.gov

SECRET SERVICE AGENT

Job Requirements:

- Education Requirements: (1) Bachelor's degree from an accredited college or university; or (2) three years of work experience in the criminal investigative or law enforcement fields that require knowledge and application of laws relating to criminal violations; or (3) an equivalent combination of education and related experience
- Age 21-37, eligible to carry a firearm -Vision restrictions
- Written exam and background investigation

Job description:

- Conducts investigations into counterfeiting and other financial crimes; protects the president, vice-president, their families, former presidents, visiting heads of foreign states, presidential candidates, and secures National Special Security Events
- See <http://www.secretservice.gov/> for more information and for other Secret Service jobs

Source: <http://www.secretservice.gov>

ALCOHOL, TOBACCO, AND FIREARMS SPECIAL AGENT

Job Requirements:

- Education Requirements: Bachelors degree, 3 year's general experience, or combination of education and experience
- U.S. citizen, register with selective service, age 21-37, drivers' license, eligible to carry firearm
- Complete application questionnaire, Treasury Enforcement Agent exam, ATF special agent applicant assessment test, field panel interview, medical/physical exam, drug test, polygraph test, background investigation, and be eligible to carry a firearm

Job Description:

- Investigates criminal violations of Federal laws within the enforcement jurisdiction of the U.S. Department of Justice.
- Conducts investigations of violations relating to explosives, firearms, arson, and alcohol and tobacco diversion.
- Gathers and analyzes evidence through investigative leads, seizures and arrests, execution of search warrants, and a variety of other means.
- Prepares concise criminal investigative case reports.
- Testifies for the government in court or before grand juries.
- See <http://www.atf.treas.gov/jobs/index.htm> for job information

Source: <http://www.atf.gov>

HOUSING AND URBAN DEVELOPMENT AGENT

Requirements:

- Education Requirements: Bachelors degree or 3 year's work experience
- Eligible to carry a firearm

Job Description:

- Agents investigate possible violations of criminal statutes using techniques such as interviews, surveillance, electronic monitoring, search warrants and subpoenas.
- In conducting investigations, OIG Special Agents work closely with other federal, state and local law enforcement agencies, as well as with OIG auditors. In addition to a Headquarters operation, the Office of Investigation also has 11 District Offices and 34 Duty Stations throughout the United States.
- A Special Agent can expect to be charged with investigating areas such as bid rigging, bribery, fraud, computer related crimes, conflicts of interest, and abuse in HUD programs.
- See <http://www.hud.gov/jobs/index.cfm> for job information Source: <http://www.hud.gov>

BORDER PROTECTION AGENT, CUSTOMS AND BORDER PROTECTION

Job Requirements:

- Education Requirements: bachelor's degree, substantial work experience or combination
- Pre-employment testing consists of a thorough background investigation, medical examination, fitness test, and drug test.
- U.S. citizen, driver's license, age 21-under age 40, eligible to carry a firearm

Job Description:

- As a Border Patrol Agent, your primary focus would be to work in tandem with your U.S. Customs and Border Protection partners to prevent terrorists and terrorist weapons from entering the United States. Border Patrol Agents also detect and prevent the smuggling and unlawful entry of undocumented aliens into the United States, and apprehend those people found to be in violation of the immigration laws. Also, due to the increase in drug smuggling operations, the Border Patrol is the primary drug-interdicting agency along the land border between the ports of entry.
- One of the most important duties performed by a Border Patrol Agent is known as "line-watch". This involves the detection and apprehension of undocumented aliens and their smugglers by maintaining surveillance from a covert position, pursuing leads, responding to electronic sensor alarms, utilizing infrared scopes during night operations, using low-light level television systems, sighting aircraft, and interpreting and following tracks, marks, and other physical evidence. In addition, Border Patrol Agents perform traffic checks, traffic observation, city patrol transportation checks, and other administrative, intelligence, and anti-smuggling activities.
- See <http://www.cbp.gov/xp/cgov/careers/> for job information Source: <http://www.cbp.gov>

U.S. MARSHAL

Job Requirements:

-Education Requirements: Bachelors degree or 3 years work experience or combination of both - U.S. citizen, 21-36 years old, excellent physical condition, eligible to carry a firearm

Job Description:

-Under the close supervision of senior U.S. Marshals law enforcement personnel -Deputy U.S. Marshals will perform the following vital law enforcement responsibilities:

- Fugitive apprehension
- Court security
- Transporting and processing prisoners
- Conducting body searches of prisoners and persons under arrest
- Producing prisoners in court and maintaining custody of prisoners throughout court proceedings
- Protecting sequestered juries
- Providing protection for court facilities and personnel
- Executing civil and criminal processes, and
- Enforcing court orders and Attorney General orders involving civil disturbances, acts of terrorism, etc.

- See <http://www.usmarshals.gov/careers/index.html> for job information Source: www.usmarshals.gov

DRUG ENFORCEMENT AGENCY SPECIAL AGENT

Job Requirements:

- Education Requirements: Bachelors degree

-Age 21-36, U.S. citizen, driver's license, excellent physical condition, vision requirements, pass background investigation, eligible to carry a firearm

Job Description:

- Enforcing the controlled substances laws and regulations of the United States of America. Bringing to justice organizations - including those with ties to terrorism - and their principal members, who are involved in the growing, manufacture or distribution of controlled substances. Supporting the diligent efforts of the Special Agents who play an essential and exclusive role in contributing to our nation's war on drugs and terrorism. Working to dismantle drug trafficking organizations, prosecute drug traffickers and destroy the financial infrastructure of these organizations. As the government's premier federal drug law enforcement agency, this is the mission and objective of the Drug Enforcement Administration (DEA).

- See http://www.usdoj.gov/dea/resources/job_applicants.html for job information

Source: <http://www.usdoj.gov/dea>

I.R.S. CRIMINAL INVESTIGATOR

Job Requirements:

-Education Requirements: Bachelors degree/3 years work experience/CPA/combination of education and experience

- U.S. citizen, 21-37, driver's license, eligible to carry a firearm

Job Description:

- In support of the overall IRS Mission, Criminal Investigation (CI) serves the American public by investigating potential criminal violations of the Internal Revenue Code and related financial crimes in a manner that fosters confidence in the tax system and compliance with the law.

- See <http://jobs.irs.gov/home.html> for job information

Source: <http://www.irs.gov>

PARK RANGER, NATIONAL PARK SERVICE

Job Requirements:

-Education Requirements: 4-year course of study above high school leading to a bachelor's degree with 24 semester hours of related course work OR 1 year of specialized experience equivalent to at least GS-4. Equivalent combinations of education and experience are qualifying.

-21 years old, U.S. citizen, drivers license, selective service registration

-Selectees must have completed a National Park Service (NPS) Seasonal Law Enforcement Training Program prior to entrance on duty

-Physical examination -Background investigation

Job Description:

-Incumbents perform law enforcement duties such as road patrols, traffic enforcement, and boundary/hunting patrols. Incumbents investigate motor vehicle accidents and issue citations; respond to emergency calls; take action to preserve the peace, resolve problems, protect visitors and resources; apprehend violators; assist at major crime or accident scenes; and provide basic information to visiting public about park facilities and resources. Incumbents enforce fish and game regulations, permit requirements and restrictions, and public use limitation/restrictions. Overtime and shift-work can be expected.

Source: <http://www.nps.gov>

POSTAL INSPECTOR, U.S.P.S

Job Requirements:

-Education Requirements: Bachelors degree

-21-36 years old, pass visual exam, hearing test, good physical condition, no felony convictions, valid driver's license

Job Description:

- Postal Inspectors investigate criminal, civil, and administrative violations of postal-related laws, often using forensics and cutting-edge technologies. It is essential that Postal Inspectors be in sound physical condition and be capable of performing rigorous physical activities on a sustained basis.

-See <http://postalinspectors.uspis.gov/employment/positions.aspx> for more information

Source: <http://www.uspsaig.gov>

POLICE RECORDS COORDINATOR

Job Requirements (example taken from San Ramon, CA):

- Equivalent to graduation from a two years of college level course work related to the area of assignment and three years of experience in a law enforcement agency, which has provided the knowledge and ability necessary to plan, organize, lead, and control the operations of a police records section; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

- Knowledge of: Theories, principles, methods and operational procedures applicable in law enforcement records management; Criminal Justice information systems, system networks and services and the functions and relationships of agencies involved in the criminal justice system.

Job Description

- Under the general supervision of the Police Chief, plans, coordinates, and supervises and reviews the operations of the Police Department's Records Division, including computer system administration; performs the preparation, processing, indexing, storage, retention, dissemination and disposition of police records; performs related work as assigned.

Source: <http://www.ci.san-ramon.ca.us/employ/classspec/des-policerecordscoord.html>

II. CORRECTIONS POSITIONS

PROBATION AND PAROLE OFFICER

Job Requirements:

- Formal education of a Bachelor's degree from accredited College or University accredited by the organization recognized by the U.S. Department of Education, in Criminal Justice, Psychology, Sociology, Social Work, Rehabilitation Counseling, Political Science, Social Behavior Science, Rehabilitation Science or other human behavior fields and those with management emphasis. Residence is required in the area where employed.
- If a college degree is required for the position for which you are applying, bring a copy of your transcript with you if you are selected for an interview.
- Applicants must complete an Arkansas State Application for each position applied for. Application must be received by end of business day of closing date. If more than one position is listed only the first position listed will be processed. Internal Applications/Resumes can be mailed, faxed, or scanned/emailed to:
- Department of Community Correction, Attn: Cindy Russom HRS Human Resource Section, Two Union National Plaza, 2nd Floor, 105 West Capitol, Little Rock, AR 72201.
- DCC is a Criminal Justice Agency and Drug-Free Workplace, Employees Are Subject to a Background Check and Initial and Periodic Substance Abuse Testing.

Job Description:

- The Department of Community Correction (DCC) Parole/Probation Officer I is responsible for assisting in the supervision of adult offenders placed on parole or probation. This position is governed by state and federal laws and agency/institution policy.

Source:

https://www.ark.org/arstatejobs/index.php?ina_sec_csrf=a4fbf6c5d3fbdedc900b97ae3000d8b&ac:show:show_job=1&agencyid=20&jobid=64212

CORRECTIONS COUNSELOR

Job Requirements:

- A Bachelor's degree from an accredited college or university with a major in criminal justice, corrections, psychology, sociology, counseling, counseling and guidance, criminology, social work, education, therapeutic recreation or closely related field.
- **Substitution:** Experience in the area of corrections or related fields may be substituted for the required training on a year-for-year basis.

Job Description:

- Under general supervision, provides a variety of counseling services for the inmate population of a correctional facility. Positions may vary as to predominant job function or area of specialization from facility to facility. Areas of specialization include vocational counseling, substance abuse counseling and guidance for inmates on work release. Performs related work as required.,

Examples of Work

- Interviews inmates upon arrival to facility and/or specific program; writes a summary of the session, gathers pertinent information and drafts an outline of proposed treatment, employment strategy or course work. -Meets with inmates on a regular basis to discuss progress, to assess problems or needs to be addressed and to inform the inmate of changes in program or schedule.
- Maintains records to go into permanent files.
- Writes monthly reports to document work with inmates, achievements in progress, activities held or problems encountered.
- Counsels inmates in crisis situations; deals with potentially violent or suicidal inmates to stabilize their behavior.
- Arranges ministerial, psychological or employment counseling outside the facility.
- Teaches interpersonal skills to help inmates obtain and retain employment.
- May assist correctional officers on living unit.

Source: <http://www.state.wv.us/ADMIN/PERSONNEL/clascomp/specs/8908.htm>

CORRECTIONAL OFFICER

Job Requirements:

- Most institutions require correctional officers to be at least 18 to 21 years of age and a U.S. citizen; have a high school education or its equivalent; demonstrate job stability, usually by accumulating 2 years of work experience; and have no felony convictions. Promotion prospects may be enhanced by obtaining a postsecondary education.
- The Federal Bureau of Prisons requires entry-level correctional officers to have at least a bachelor's degree; or 3 years of full-time experience in a field providing counseling, assistance, or supervision to individuals; or a combination of these two requirements.
- Correctional officers must be in good health. Candidates for employment are generally required to meet formal standards of physical fitness, eyesight, and hearing. In addition, many jurisdictions use standard tests to determine applicant suitability to work in a correctional environment. Good judgment and the ability to think and act quickly are indispensable. Applicants are typically screened for drug abuse, subject to background checks, and required to pass a written examination.

Job Description:

- Correctional officers are responsible for overseeing individuals who have been arrested and are awaiting trial or who have been convicted of a crime and sentenced to serve time in a jail, reformatory, or penitentiary. Correctional officers maintain security and inmate accountability to prevent disturbances, assaults, and escapes. Officers have no law enforcement responsibilities outside the institution where they work
- Most correctional officers are employed in State and Federal prisons, watching over the approximately 1.4 million offenders who are incarcerated there at any given time. Other correctional officers oversee individuals being held by the U.S. Immigration and Naturalization Service pending release or deportation, or work for correctional institutions that are run by private for-profit organizations. Although both jails and prisons can be dangerous places to work, prison populations are more stable than jail populations, and correctional officers in prisons know the security and custodial requirements of the prisoners with whom they are dealing.

Source: <http://www.bls.gov/oco/ocos156.htm>

III. COURTS POSITIONS

COURT REPORTER

Job Requirements:

- The amount of training required to become a court reporter varies with the type of reporting chosen. It usually takes less than a year to become a voice writer, while electronic reporters and transcribers learn their skills on the job. In contrast, the average length of time it takes to become a stenotypist is 33 months. Training is offered by about 160 postsecondary vocational and technical schools and colleges. The National Court Reporters Association (NCRA) has approved about 70 programs, all of which offer courses in stenotype computer-aided transcription and real-time reporting. NCRA-approved programs require students to capture a minimum of 225 words per minute, a requirement for Federal Government employment as well.

- Some States require court reporters to be notary publics. Others require the Certified Court Reporter (CCR) designation, for which a reporter must pass a State test administered by a board of examiners. The NCRA confers the entry-level designation Registered Professional Reporter (RPR) upon those who pass a four-part examination and participate in mandatory continuing education programs. Although voluntary, the designation is recognized as a mark of distinction in the field. A reporter may obtain additional certifications that demonstrate higher levels of competency, such as Registered Merit Reporter (RMR) or Registered Diplomate Reporter (RDR). The RDR is the highest level of certification available to court reporters. To earn it, a court reporter must either have 5 consecutive years of experience as an RMR or be an RMR and hold a 4-year bachelor's degree.

Job Description:

- Court reporters typically create verbatim transcripts of speeches, conversations, legal proceedings, meetings, and other events when written accounts of spoken words are necessary for correspondence, records, or legal proof. Court reporters play a critical role not only in judicial proceedings, but also at every meeting where the spoken word must be preserved as a written transcript. They are responsible for ensuring a complete, accurate, and secure legal record. In addition to preparing and protecting the legal record, many court reporters assist judges and trial attorneys in a variety of ways, such as organizing and searching for information in the official record or making suggestions to judges and attorneys regarding courtroom administration and procedure. Increasingly, court reporters are providing closed-captioning and real-time translating services to the deaf and hard-of-hearing community.

Source: <http://www.bls.gov/oco/ocos152.htm>

JUDGE/MAGISTRATE

Job Requirements:

- A bachelor's degree and work experience usually constitute the minimum requirements for a judgeship or magistrate position. A number of lawyers become judges, and most judges have first been lawyers. In fact, Federal and State judges usually are required to be lawyers. About 40 States allow non lawyers to hold limited-jurisdiction judgeships, but opportunities are better for those with law experience. Federal administrative law judges must be lawyers and pass a competitive examination administered by the U.S. Office of Personnel Management. Some State administrative law judges and other hearing officials are not required to be lawyers.

Job Description:

- Judges, magistrates, and other judicial workers apply the law and oversee the legal process in courts according to local, State, and Federal statutes. They preside over cases concerning every aspect of society, from traffic offenses to disputes over the management of professional sports to issues concerning the rights of huge corporations. All judicial workers must ensure that trials and hearings are conducted fairly and that the court safeguards the legal rights of all parties involved.

- The most visible responsibility of judges is presiding over trials or hearings and listening as attorneys represent the parties present. Judges rule on the admissibility of evidence and the methods of conducting testimony, and they may be called on to settle disputes between opposing attorneys. Also, they ensure that rules and procedures are followed, and, if unusual circumstances arise for which standard procedures have not been established, judges interpret the law to determine the manner in which the trial will proceed.

Source: <http://www.bls.gov/oco/ocos272.htm>

PRE-TRIAL SERVICES OFFICER

Job Requirements:

- Be a graduate of an accredited college or university with a bachelor's degree.
- Be younger than age 37 at time of appointment.
- Undergo a medical examination, as a condition of employment, and may be subject to -subsequent fitness- for-duty evaluations.
- Undergo a background investigation and, as a condition of employment, periodic reinvestigations.

Job Description:

- Investigate the backgrounds of persons who come before the court for arraignment and sentencing. -Prepare reports that the court relies on to make release and sentencing decisions.
- Supervise individuals the court releases to the community on pretrial supervision, probation, parole, or supervised release and reduce the risk these persons may pose to the public.
- Provide persons under supervision with, or direct them to, services ordered by the court, such as substance abuse treatment, mental health treatment, medical care, training, or employment assistance.
- Work with local, state, and federal law enforcement agencies and interact with judges, U.S. attorneys, and defense attorneys.

Source: <http://www.uscourts.gov/fedprob/system/officerqualifications.htm>

IV. SOCIAL SERVICES POSITIONS

EMPLOYMENT COUNSELOR

Job Requirements:

- All States require school counselors to hold a State school counseling certification and to have completed at least some graduate course work; most require the completion of a master's degree. Some States require public school counselors to have both counseling and teaching certificates and to have had some teaching experience before receiving certification. For counselors based outside of schools, 48 States and the District of Columbia have some form of counselor licensure that governs their practice of counseling. Requirements typically include the completion of a master's degree in counseling, the accumulation of 2 years or 3,000 hours of supervised clinical experience beyond the master's degree level, the passage of a State-recognized exam, adherence to ethical codes and standards, and the completion of annual continuing education requirements.
- Counselors must be aware of educational and training requirements that are often very detailed and that vary by area and by counseling specialty. Prospective counselors should check with State and local governments, employers, and national voluntary certification organizations in order to determine which requirements apply.

Job Description:

- Vocational counselors who provide mainly career counseling outside the school setting are also referred to as *employment counselors* or *career counselors*. Their chief focus is helping individuals with career decisions. Vocational counselors explore and evaluate the client's education, training, work history, interests, skills, and personality traits, and arrange for aptitude and achievement tests to assist the client in making career decisions. They also work with individuals to develop their job-search skills, and they assist clients in locating and applying for jobs. In addition, career counselors provide support to persons experiencing job loss, job stress, or other career transition issues. Source: <http://www.bls.gov/oco/ocos067.htm>

PENOLOGIST

Job Requirements:

- Education Requirements: A related degree; criminal justice, criminology, psychology, or justice administration

Job Description:

- A penologist is someone who is interested in the study of prison systems, penal structure, prison management, penal reforms, and educational programs. While this is the academic definition, most times there is a large non-academic element to the work too. If you become a penologist you may work in a prison, or alongside probation officers, criminologists, or prison architects. You may make recommendations or advise on individual inmate's personal programs or you may make suggestions concerning alterations to prison policy or timetabling. This may mean planning and implementing a regime of drug testing and drug abuse counseling or anger management. These types of programs help not just the individual, but can help the prison community as a whole by reducing disruption and antisocial behavior. Source: <http://www.justicedegrees.com/guide/guideid/155.htm>

V. WEB LINKS

- All federal job postings – <http://www.usajobs.gov>
- Arkansas job postings – <https://www.ark.org/arstatejobs/>
- U.S. Department of Labor – <http://www.bls.gov/oco/>
- Career opportunities – <http://chhs.gsu.edu/cj/tracks.asp>
- Career information – <http://www.collegegrad.com/careers/>
- O*NET Occupation Information – <http://online.onetcenter.org/>
- Police and Law Enforcement Information – <http://www.officer.com/>
- Criminal Justice Degree Directory - <http://www.justicedegrees.com/criminal-justice-degrees.htm>

VI. PROFESSIONAL ASSOCIATIONS

- Academy of Criminal Justice Sciences <http://www.acjs.org>
- American Correctional Association <http://www.corrections.com/aca>
- American Criminal Justice Association/Lambda Alpha Epsilon <http://www.acjalae.org>
- American Society of Criminologists <http://www.critcrim.org>
- Federal Law Enforcement Officers Association <http://www.fleoa.org>
- National Criminal Justice Association <http://www.ncja.org>
- National Sheriff's Association <http://www.sheriffs.org>
- American Society for Industrial Security (ASIS) www.asisonline.org

VII. CRIMINOLOGY AND CRIMINAL JUSTICE ALUMNI JOB EXAMPLES

B.A. in Criminology	M.A. in Criminal Justice
Campus police officer	Adjunct faculty
City police officer	Administrative officer, Army National Guard
Crime journalist, reporter	Anti-terrorism consultant
Detention Officer (Poinsett County Sheriff's Office)	Associate instructor
Deputy Sheriff	City District Commander
Forensic investigator	City Police Chief
Investigator	Community college instructor
Juvenile probation officer	Corporate security supervisor
Law School	County probation director
Legal Assistant	Supervisor of Education, Correctional Facility for Women
Graduate school (Arkansas State University, John Jay College, etc.)	Law school
Municipal court magistrate supervisor	Ph.D. program
Parole Officer	Special Agent, U.S. Customs Service
Security consultant	District judge
Transportation Security Administrator	Attorney at law
U.S. Secret Service	
Special Investigative Unit of State Farm Insurance Company	