



JOB DESCRIPTION

JOB TITLE: Alternative Sentencing Clerk

JOB CODE: 1120

DEPARTMENT: Justice Courts – Alternative Sentencing

FLSA STATUS: Non-Exempt

REPORTS TO: Chief Alternative Sentencing Officer

SUMMARY OF JOB PURPOSE

Provides administrative support to the Alternative Sentencing department; performs non-instrument based drug tests on defendants and probationers.

ESSENTIAL FUNCTIONS

1. Assists the general public, customers, and/or district/county employees in person or by phone answering inquiries related to department services, programs, and records; explains rules, policies, and procedures; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to supervisor for resolution.
2. Prepares and maintains statistics on defendants including information regarding court appearances, payment of fines, community service, and other related matters; compiles various statistical and informational reports.
3. Informs offender of legal requirements of conditional release such as visits to office, restitution payments, or educational and employment stipulations; prepares house arrest electronic monitoring equipment; may be required to testify in court.
4. Explains court proceedings, programs, and services to defendants, family members; communicates policies, rules and expectations regarding terms of probation and parole; maintains information on offender's progress and compliance status; assures consistent drug and alcohol testing, and collects and tests body fluid samples; prepares urine kits.
5. Assists and interacts with other County departments, outside organizations and businesses, and Federal, state, and local law enforcement organizations in order to accomplish tasks.
6. Prepares a variety of general correspondence, legal documents, and instructions from rough draft, verbal or recorded instruction; edits materials for clarity, completeness, accuracy, consistency, and adherence to special format, policies, and procedures; performs a variety of other clerical duties including data entry, copying and assembling materials, collecting and distributing mail, answering phones, faxing documents and other related tasks.
7. Orders office supplies and equipment by preparing requisition and purchase orders, checking prices and extensions, and obtaining proper approvals; may be responsible for maintaining an accurate inventory of office and janitorial supplies.
8. Operates a variety of office machines and equipment including personal computers, typewriters, adding machines, calculators, printers, paper shredders, postage machines, fax machines, copiers, binders, collators, and microfilm equipment, as needed; may be required to coordinate office machine/equipment maintenance, working with contracted service vendors.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Alternative Sentencing Clerk

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and two (2) years of responsible clerical work experience and/or training.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before customers and/or employees of the County.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Ability to multi-task and adjust priorities rapidly; knowledge of bookkeeping and/or accounting procedures; file and record management; demonstrate effective interpersonal relationships in bringing people together to solve problems; interact effectively and sensitively with individuals from diverse social, economic, and ethnic backgrounds; exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Alternative Sentencing Clerk

WORKING ENVIRONMENT

Work is performed in internal and external environments with exposure to inclement weather and varying temperatures; subject to physical harm such as physical attacks; may be required to physically restrain persons; must be able to work during weekdays, weekends, and holidays on any assigned shift.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.