



JOB DESCRIPTION

JOB TITLE: Alternative Sentencing Officer

JOB CODE: 1130

DEPARTMENT: Justice Courts – Alternative Sentencing

FLSA STATUS: Non-Exempt

REPORTS TO: Chief Alternative Sentencing Officer

SUMMARY OF JOB PURPOSE

Supervises assigned caseload of misdemeanor offenders who have been sentenced as an alternative to incarceration, and have legal conditions of probation and parole; assures compliance with related court orders.

ESSENTIAL FUNCTIONS

1. Confers with offenders, legal representatives, family members, and other concerned persons; reviews documents pertaining to legal and social history of offender as part of pre-hearing or pre-sentencing investigations and to formulate rehabilitation plan; communicates policies, rules and expectations regarding terms of probation and parole.
2. Compiles reports, testifies in court, and makes recommendations concerning conditional release or institutionalization of offender; informs offender of legal requirements of conditional release such as visits to office, restitution payments, or educational and employment stipulations; installs, removes and monitors house arrest electronic monitoring equipment.
3. Coordinates case management for assigned defendants including intensive, in person supervision and tracking; maintains regular contact with defendants in-person and by telephone; supervises and monitors defendants to ensure compliance with court order(s), court dates, and other related program conditions; evaluates offender's progress and compliance status; assures consistent drug and alcohol testing, collects and tests body fluid samples, and transports defendants as required; confers with attorneys, law enforcement personnel, counselors, and social services agencies regarding difficult cases; coordinates placement of defendants into substance abuse, mental health, domestic violence, and other treatment programs as needed.
4. Conducts home visits as required; locates defendants who fail to appear for court dates; notifies the Courts of defendants who fail to comply with conditions and in some cases recommend revocation; enforces local, state and Federal laws, and enforces compliance with regulations and ordinances.
5. Performs follow-up interviews and investigations as required; may provide verbal and written translation services for individuals who have limited English speaking skills or who have difficulty understanding English; interprets statements made by judges, attorneys and court personnel requiring knowledge of legal and technical terminology; assists individuals with completing legal forms and documents as necessary.
6. Maintains detailed written records of daily work; prepares and maintains statistics on defendants including information regarding court appearances, payment of fines, community service, and other related matters; prepares reports for Judges, Attorneys, and/or Chief Alternative Sentencing Officer, as required.

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.



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7. Assists and interacts with other County departments, outside organizations and businesses, and Federal, state, and local law enforcement organizations in order to accomplish tasks.

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 three (3) years experience in law enforcement or probation work; successful completion of a criminal history check, background check, physical and psychological examination; must meet all Nevada NRS Section 289 standards for Peace Officers.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of department policies and procedures, county, state and Federal laws, regulations and ordinances related to law enforcement, alternative sentencing programs, and probation; criminal justice and court system procedures and protocols in the State of Nevada; community resources, treatment, and placement options; counseling methods and practices; principles and techniques of interviewing.

Ability to safely operate and maintain a variety of firearms, impact weapons, and chemical agents; 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.

Skills in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions; communicating with violators and mediating difficult situations; 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.

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CERTIFICATES, LICENSES, REGISTRATIONS

Nevada Peace Officer Standards and Training certification (POST); 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.

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:** _____

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