



JOB DESCRIPTION

JOB TITLE: Alternative Sentencing Technician

JOB CODE: 1140

DEPARTMENT: Justice Courts – Alternative Sentencing

FLSA STATUS: Non-Exempt

REPORTS TO: Chief Alternative Sentencing Officer

SUMMARY OF JOB PURPOSE

Provides assistance in the management of 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. 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. Maintains regular contact with defendants in-person and by telephone; maintains tracking information on defendants to ensure compliance with court order(s), court dates, and other related program conditions; may help coordinate placement of defendants into substance abuse, mental health, domestic violence, and related treatment programs as needed; observes court proceedings and may testify in court, when ordered by subpoena.
3. Performs drug and alcohol testing, collects and tests body fluid samples, prepares test results and distributes to appropriate personnel, courts, and/or outside agencies; performs regular maintenance of drug testing equipment and prepares testing kits; prepares house arrest equipment.
4. Maintains statistics on defendants including information regarding court appearances, payment of fines, community service, and other related matters; prepares and compiles various statistical and informational reports, including departmental operations, progress of defendants, written probation violations, warrant requests, and successful completion/termination reports.
5. Receives and posts payments, prepares deposits, and totals accounts to ledgers or computer-based spreadsheets and/or databases; prepares claims from invoices, orders office supplies, and performs payroll activities such as maintaining records of time worked, overtime, leaves, and absences, and prepares attendance reports.
6. 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.

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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EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and four (4) years' progressively responsible experience in law enforcement or probation work; successful completion of a criminal history check, background check, physical and psychological examination.

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.

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.

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

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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 an office environment where the physical demands require sitting and/or standing for extended periods of time; frequent use of computers and lab testing equipment; may work under stress of deadlines.

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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