



## JOB DESCRIPTION

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**JOB TITLE:** Chief Alternative Sentencing Officer

**JOB CODE:** 1440

**DEPARTMENT:** Justice Courts/Alternative Sentencing

**FLSA STATUS:** Exempt

**REPORTS TO:** Justice Court Judge

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### SUMMARY OF JOB PURPOSE

Plans, organizes and manages the activities of the Alternative Sentencing Department and staff; assures compliance of department activities with Nevada Revised Statutes, state and Federal laws, and Department and County policies and procedures; manages 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. Plans, organizes and manages the varied activities of Alternative Sentencing; anticipates problems and pursues solutions; evaluates and analyzes issues, recommends and implements solutions, and works to improve measurable outcomes in the department; monitors and reviews trends and legislation in Alternative Sentencing issues; recommends operational, procedural and policy improvements.
2. Effectively manages department personnel by evaluating and analyzing department issues, and recommending and implementing solutions; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
3. Develops, evaluates and implements department goals, objectives, policies and procedures; assures departmental activities are in compliance with all laws, policies, regulations, timelines and goals; meets regularly with department staff to discuss and resolve workload and technical issues; develops plans and policies for meeting department needs, considering risk levels, legal mandate, and current and future costs; informs the Justice Court Judge of department needs and issues.
4. 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; evaluates offender's progress and compliance status; assures consistent drug and alcohol testing, collects and tests body fluid samples, and transports defendants as required.
5. 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.

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6. 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.
7. Compiles statistics and prepares reports regarding progress of defendants, court appearances, payment of fines, community service, and other related matters; makes recommendations concerning conditional release or institutionalization of offender; 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 related treatment programs as needed; prepares and maintains statistics on defendants including information regarding.
8. Performs follow-up interviews and investigations as required; interprets statements made by judges, attorneys and court personnel requiring knowledge of legal and technical terminology; explains court proceedings, programs, and available services to defendants, family members, and interested parties; interprets statements made by defendants or other parties possessing limited language skills; assists individuals with completing legal forms and documents.
9. Develops and administers department budget and authorizes expenditures; prepares special and recurring reports; recommends and implements changes to existing policies; develops financial strategies and alternatives for projects; researches and identifies grant program update opportunities that meet program needs and plans; manages grant programs according to procedures; communicates and coordinates with Federal agencies in acquiring and properly applying grants for program improvements; prepares grant proposals.
10. 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**

Bachelor's Degree in Criminal Justice, Law Enforcement, or other closely related field, and a minimum of five (5) years law enforcement experience with at least one (1) of those years in a supervisory capacity; or, an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.

#### **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.

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#### **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; proficiency utilizing department-specific software/applications, as well as 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**

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; may be exposed to hazardous chemicals, drugs, infectious and communicable diseases; must be able to work during weekdays, weekends, and holidays on any assigned shift.

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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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