



CLASS SPECIFICATION

Class Code: 15927
Date Est: 06/2006
Last Rev: 07/2020
Last Title Chg:
FLSA: exempt
Probation: 12 months

CHIEF ALTERNATIVE SENTENCING OFFICER

DEFINITION

Under administrative direction, plans, organizes, coordinates, and directs the Department of Alternative Sentencing; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university with major course work in criminal justice, social work, psychology, or a related field AND three years of full-time work experience commensurate with the work performed at the Alternate Sentencing Officer job class; OR seven years of full-time experience involving public contact including law enforcement, social work, or related experience including three years of full-time experience equivalent to Alternate Sentencing Officer; OR any equivalent combination of experience and training that would provide the required knowledge, skills, and abilities.

LICENSE OR CERTIFICATE

A valid driver's license is required at time of appointment.

Possession of a current and valid Nevada Commission of Peace Officer's Standards and Training (P.O.S.T) Certification Category I or II is required at the time of application.

Possession of a P.O.S.T. Intermediate Certificate must be obtained within one year of time of appointment.

DISTINGUISHING CHARACTERISTICS

This classification provides administrative direction and supervision to program staff in addition to being responsible for the Department of Alternative Sentencing.

SUPERVISION EXERCISED

Exercises direct supervision over staff.

EXAMPLES OF DUTIES

Manage the operations and functions of the Department of Alternative Sentencing; plan, organize, administer, review, and evaluate the effectiveness of alternative sentencing programs and service delivery of program components; develop and install improvements to ensure maximum service delivery with available resources.

Plan and allocate available staff resources based on service delivery priorities.

Supervise assigned staff, which includes staff selection, assigning, scheduling and reviewing work, providing training in proper work methods and procedures, conducting performance evaluations, coaching and mentoring, providing professional development, and implementing discipline and conflict resolution procedures when necessary.

Develop and administer the budget for the Department of Alternative Sentencing; develop projections for staffing, material and service requirements, and recommend and justify staff, equipment, and services.

Demonstrate continuous efforts to improve operations by ensuring compliance with court orders, identifying alternative solutions, maintaining accurate records, and maintaining cooperative working relationships with program participants and those contacted in the course of work.

Gather and analyze trends and data, prepare reports, and formulate recommendations regarding specialized program options.

Develop and interpret program policies in relation to pertinent federal, state, and local laws, codes, and regulations; develop goals, objectives, and performance measures for programs and assigned personnel.

Monitor and interpret changes in laws and regulations related to assigned program area(s), evaluate their impact on the operation of programs(s), and install required policies and/or operation modifications to assure conformance with the changes in these laws and regulations.

Serve on various county and state agency committees; make presentations regarding the plans and programs at public meetings, courts, administrative hearings, and related functions.

Interview incarcerated defendants; evaluate eligibility for consideration for alternative sentencing; conduct field interviews with law enforcement personnel, mental health agencies, employers, family members, and friends regarding the defendant; perform background criminal history checks; determine when a specialized program is appropriate and/or necessary; establish, assign, and recommend conditions of suspended sentence orders.

Conduct complex investigations including collecting, compiling, verifying, and evaluating information regarding defendants; develop and maintain case files; attend court arraignments, hearings, trials, and sentencing; provide case information to Judges; impose court ordered conditions.

Coordinate case management for assigned defendants including intensive, in-person supervision and tracking; maintain regular contact with defendants in-person and by telephone; supervise and monitor defendants to ensure compliance with court order(s), court dates and other related program conditions; may conduct home visits; prepare reports for Judges, attorneys, and Parole and Probation regarding progress of defendants; ensure consistent drug and alcohol testing.

Locate defendants who fail to appear for court dates; notify the courts of defendants who fail to comply with conditions and in some cases recommend revocation.

Confer with attorneys, law enforcement personnel, counselors, and social services agencies regarding difficult cases; coordinate placement of defendants into substance abuse, mental health, domestic violence, and related treatment programs as needed; provide counseling for defendants and family members on a limited basis.

Prepare and maintain statistics on defendants including information regarding court appearances, payment of fines, community service, and other related matters.

Serve as a resource and information source regarding court policies, procedures, objectives, and operational functions in the assigned area.

May provide oral and written translation services for individuals who do not speak English or who have difficulty understanding English; interpret statements made by judges, attorneys and court personnel requiring knowledge of legal and technical terminology; explain court proceedings, programs and services to defendants, family members and interested parties; interpret statements made by defendants or other parties possessing limited language skills; assist individuals with completing legal forms and documents.

Ensure assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance Level *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Procedures, functions, policies, and procedures of alternative sentencing program(s) per NRS.

Federal, state, and local laws, statutes, codes, regulations, and standards pertaining to Alternative Sentencing.

County and departmental/divisional practices, policies, and procedures.

Principles and practices of leadership and management including program planning, implementation, and administration.

Operations, services, and activities of the alternative sentencing program to include local courts and courtesy supervision on outside jurisdictions.

Organizational structures of Washoe County, the justice system, and associated state agencies.

Programs and operations for alternative sentencing program and related referral sources and service providers including attorneys, law enforcement personnel, counselors, and social services agencies, as well as substance abuse, mental health, domestic violence, and related treatment programs.

Methods and techniques of investigation and case management related to the assigned area.

Principles of budget preparation and management.

Ability to:

Supervise personnel, including selection, training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Represent the programs, operations, and functions of alternative sentencing programs to staff, management, elected officials, the courts, the public, community organizations, and other agencies.

Recognize work methods and procedures which promote a safe working environment for employees and others, and to train staff in same.

Understand the organization and operation of all court systems as necessary to assume assigned responsibilities.

Identify possible substance abuse problems.

Respond to request and inquiries from the general public and related Court personnel regarding policies and procedures for the assigned area.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of leadership including motivating and coaching employees, facilitation, and progressive discipline process.

Federal and state laws, rules, and regulations pertaining to alternative sentencing programs and treatment referrals.

Government organizations, Justice System processes, alternative sentencing principles and the types of referral programs and services available to program participants.

Principles and techniques used in dealing with the public.

Community resources, treatment, and placement options.

Counseling methods and practices.

Principles and techniques of interviewing.

Principles and procedures of record keeping and reporting.

Modern office methods, procedures, and equipment including computer software and applications.

Ability to:

Analyze information and make sound recommendations.

Analyze the operations, services, and activities of the assigned program within all court systems.

Analyze, interpret, apply, explain, and ensure compliance with the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Communicate effectively verbally with program participants, attorneys, law enforcement personnel, counselors, and county and state agency committees.

Produce written documents with clearly organized thoughts and proper sentence structure, punctuation and grammar.

Establish and maintain effective working relationships with the general public, program participants, employees, elected and appointed officials and members of diverse cultural and linguistic backgrounds.

Collect, compile, and analyze information and data and arrive at logical conclusions.

Apply interviewing and investigative techniques in order to effectively conduct interviews with defendants and the public.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency and implement changes as necessary to improve operations.

Deal effectively with hostile and aggressive clients and remain calm in emergency situations.

Coordinate resources and services for clients.

Prepare and maintain accurate and complete records and documents.

Maintain confidentiality of sensitive information.

Plan and organize work to meet schedules and deadlines.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Serve the public, program participants, and fellow employees with honesty and integrity.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office and courtroom environment with some exposure to volatile situations.

Must be willing and available to work after hours, weekends, and holidays as needed.

Out of state applicants must meet P.O.S.T. requirements per Nevada Administrative Code (NAC) 289.200.

Out of state applicants must pass the P.O.S.T. Academy challenge exam with a 70% or higher score within of time of appointment.

Must pass the Nevada P.O.S.T. physical fitness standard per NAC 289.300.

Must pass a detailed background investigation, a CVSA (Computer Voice Stress Analysis), and a County approved medical examination, including a drug screen and psychological examination.

All required certifications must be maintained for continued employment per NRS/NAC 289.

P.O.S.T. continuing education requirements must be completed in accordance with NRS/NAC 289.

Must meet P.O.S.T. requirements per NAC 289 in its entirety:

- Graduation from high school or possession of a General Education Development (GED) Certificate.
- Must be 21 years of age at the time of application.
- Must be a United States Citizen at time of application.

A person may not be appointed to perform the duties of a peace officer if he or she has:

- Been convicted of a felony in this State or of any offense which would be a felony if committed in this State Law.
- Been convicted of an offense involving moral turpitude or the unlawful use, sale or possession of a controlled substance; or
- A documented history of physical violence.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.