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 work experience commensurate with the work performed at the Alternate Sentencing Officer II job class; OR seven years of experience involving public contact including law enforcement, social work or related experience including three years experience equivalent to Alternate Sentencing Officer II; OR any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.

LICENSE OR CERTIFICATE

Valid drivers license at time of appointment.

Must possess a POST Certification Category I or II certification at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This classification serves to provide 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 professional staff to include: assignment of work activities and projects; determine work performance standards; conduct performance evaluations; provide direction to staff; conduct employment interviews; monitor workflow; review and evaluate work products; provide staff training in methods and procedures; and handle disciplinary problems.

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 effort 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, administrative hearings and related functions. Prepare and administer program budget.

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, 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**

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

Pertinent federal, state and local laws, codes, and regulations pertaining to assigned programs and functions.

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.

Budget development methods and techniques.

**Ability to:**

Select, supervise and evaluate the performance of assigned staff.

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.

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

Effectively conduct interviews with defendants and the public.

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**

Knowledge of:

Principles and practices of supervision including supervisory and employee coaching, 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:**
Plan, assign and supervise the work of professional staff.

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 with proper sentence construction, 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.

Interview people effectively.

Deal effectively with hostile and aggressive clients.

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.

Maintain Nevada POST requirements.

**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.

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