

Community Corrections Officer: District Court**GENERAL SUMMARY**

Primary functions of the job are to evaluate inmates to determine eligibility for a Jail Alternative Program, prepare amended court orders for Judges approval, and manage cases of "clients" within the program. Perform risk screening and Bond recommendations for Felony arrestees and supervise and monitor compliance while on Bond

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

PRIMARY DUTIES AND RESPONSIBILITIES *(may include but aren't limited to the following)*

- Acts as a liaison between the jail, the District and Circuit Courts, community based service provider agencies, and other groups as required
- Prepares offender assessments, which involves: interpreting court dispositions, criminal records, LEIN data, police reports, substance abuse assessments, and mental health evaluations; interviewing and assessing inmates to obtain criminal and social histories; referring clients to appropriate counseling, educational, employment, and housing resources; assessing clients ability and willingness to comply with terms and conditions of court orders; and, preparing individualized petitions based on assessment results
- Coordinates and monitors the ongoing case management of offenders in programs, including but not limited to, community service work, electronic monitoring/house arrest, employment or other similar alternative sanctions imposed by the courts
- Identifies client program violations and imposes appropriate sanctions
- Participates in court proceedings, including preparing documents and files for court and testifying in court
- Transports clients to and from correctional facilities and treatment facilities
- Maintains required client files and related documentation for purposes of reporting to the regional community corrections advisory board, grant administrator, and other local authorities including the County Board of Commissioners
- Participates in and collaborates with a variety of committees, professional associations, boards, and/or other related groups
- May set clients up with electronic monitoring devices to include portable PBT's, GPS tethers, etc. and monitor compliance
- Arrange and monitor compliance with community service work as ordered by the Court and report violations and completions
- Administer and witness urine screen testing



GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's degree in criminal justice, law enforcement or a related human services field
- Two years professional experience as a Probation Officer, Community Corrections Officer or in a related field

CERTIFICATIONS, LICENSES (minimum requirements)

Must possess and maintain a valid Michigan Operator's License and personal auto insurance and maintain eligibility to drive as per the County's Vehicle policy

CONDITIONS OF EMPLOYMENT (minimum qualifications – legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: Confirmation of a person's identity, review of criminal conviction records, verification of educational degree, license, or certificate required for the position, review of Department of Motor Vehicle records, Department of Justice fingerprint scan, and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of this position.

DISTINGUISHING CHARACTERISTICS

An employee in this position will often be interrupted in their normal work duties. They may be asked to assist or complete work normally assigned to other coworkers. Interruptions and having to change your work priorities is a common occurrence. Work involves evaluating the relevance and importance of theories, concepts, principles and developing different approaches or tactical plans to fit specific circumstances. Guidelines exist, and independent judgement, personal discretion, and resourcefulness are needed to interpret and apply guidelines within supervision. The duties and responsibilities of this job will have moderate impact on the image of the County and/or the wellbeing or rights of its citizens.

Errors at this level will be difficult to detect and may require the intervention of an agency head to resolve.

Compared to Supervisor-Community Corrections: Does NOT supervise staff

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May occasionally work in an outdoor environment with potential exposure to weather-related heat, cold, rain, wind and other related elements
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle or feel
- May occasionally be required to lift/move up to 50 pounds
- May be exposed to infectious diseases and/or criminal suspects or prison inmates

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of Circuit and District Court statutory and regulatory requirements
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County
- Skill in researching and resolving problems in order to ensure compliance
- Ability to assess and provide guidance within area of specialized knowledge
- Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to facilitate meetings effectively and efficiently
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently
- Ability to effectively assess and guide individuals and their families in the probation officer's area of expertise