

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ALTERNATIVE SENTENCING SPECIALIST

JOB CODE: 20210	PAY GRADE: 13	PAY RANGE: \$43,691 - \$69,907
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GENERAL DESCRIPTION

Under the general direction of a Senior Alternative Sentencing Specialist, performs work of a responsible and professional nature related to the implementation of Alternative Sentencing Programs provided by the Pinellas County Sheriff's Office. The member may be assigned operational responsibilities of a specific program, or responsibilities common to several programs. Specific job duties determined by assignment. Work is reviewed through observation and results obtained.

Shift work is required.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Interviews and coordinates all aspects of the screening, verification of eligibility, orientation and enrollment process of offenders to Alternative Sentencing Unit programs; this will require direct inmate contact within the jail facility
- Initiates and maintains routine timely contact with offenders and other appropriate personnel to ascertain offender's status, through all stages to completion of the program; manage an offender caseload
- Enters and retrieves information involved in booking, enrolling, tracking, and releasing inmates in these programs
- Accepts monies associated with the programs and completing appropriate receipts
- Provides daily court testimony in person, by facsimile, or telephone
- Investigate defendants in custody and makes recommendations to the Courts as to whether the offender should be released pending trial; provide noncompliance information to the courts for resolution; prepares and reviews criminal histories, violation reports, caseload lists, daily counts, statistical reports and offender files in accordance with preselection criteria
- Exercises judgment in determining program eligibility for pre-trial and sentenced offenders; prepares risk assessment report for all program participants
- Coordinates offender movement and release from jail general population to Alternative Sentencing Unit

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- Provides information and assistance pertaining to program placement; refers program participants to appropriate treatment programs and other social services
- Generates reports, warrants, revocations, and other required legal documents to city agencies, county agencies, and nonprofit organizations
- Monitors exclusion zones for accuracy and offender compliance
- Acts as a liaison by and between Alternative Sentencing and Alcohol Monitoring Systems ("AMS,") 3M, State Attorney, Public Defender, Classification, Inmate Records, Probation, Northpointe/COMPAS, Trinity Services, Judiciary
- Dispatches certified staff to address program noncompliance and complete address verifications, among other things
- Monitors court proceedings in person or remotely via closed circuit television
- Maintains electronic monitoring equipment
- Assists in training of personnel
- Regular and reliable attendance is required as an essential function of the position
- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

QUALIFICATIONS

- Graduation from an accredited college or university with an Associate Degree in Criminal Justice, Public Administration, or related field
- One (1) year related experience
- Or equivalent combination of education and experience
- An accuracy score of 80% on data entry
- Typing speed of 25 wpm
- Consideration for this position includes a credit check



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the criminal justice system, including terminology, processes and procedures
- Knowledge of community resources, employment programs, social agencies or groups, which may assist in inmate employment
- Skilled in assessing individual offenders, through interviewing or other techniques, to evaluate their potential for success in program participation
- Operate office equipment and computer software and applications, including but not limited to FCIC/NCIC terminal and specialized software/hardware related to the Electronic Monitoring Program
- Must exhibit proficiency in the installation, removal, maintenance, activation and deactivation of all monitoring equipment whether GPS or Continuous Alcohol Monitors; this includes handheld breathalyzer testing of offenders, as needed
- Knowledge of correctional operations, court etiquette and procedure, as well as agency policies, regulations, and standard operating procedures
- Ability to make statutory offender program eligibility decisions
- Ability to interpret court minutes and related documents
- Problem solving/decision making skills
- Time management skills; sets priorities and organizes workload in an effective and efficient manner
- Interpersonal skills
- Oral and written communication skills
- Skilled in accurate statistical, programmatic, and financial report preparation
- Ability to perform all functions of the job classification without posing a direct threat to the health of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 3 hour per day
- Walk up to 3 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel and twist