



ALTERNATIVE SENTENCING SPECIALIST

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| JOB CODE: 20210 | PAY GRADE: 11 | PAY RANGE: \$ 36,000- \$ 57,600 |
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GENERAL DESCRIPTION

Under the direct supervision of Sergeant and/or Alternative Sentencing Assistant Supervisor both, 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;
- Responsible for computer entry and retrieval tasks involved in booking, enrolling, tracking, and releasing inmates in these programs;
- Responsible for accepting monies associated with the programs and completing appropriate receipts;
- Provide 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 non-compliance 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 pre-selection 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;
- Provide information and assistance pertaining to program placement; refers program participants to appropriate treatment programs and other social services;

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- Generates reports, warrants, revocations, and other required legal documents to city agencies, county agencies, and non-profit organizations;
- Monitors exclusion zones for accuracy and offender compliance;
- Act 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;
- Dispatch certified staff to address program non-compliance and complete address verifications, among other things;
- Monitor court proceedings in person or remotely via closed circuit television;
- Maintain electronic monitoring equipment;
- Assists in training of personnel;
- 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 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's Degree
- Or four (4) years' experience in interviewing, counseling, or interacting with the public
- Or equivalent combination of education and experience
- A score of 75% on a basic skills test
- A typing test will be administered to assess skill level
- Must possess a valid Florida driver's license
- Consideration for this position will include 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
- Skill in assessing individual offenders, through interviewing or other techniques, to evaluate their potential for success in program participation

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- 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
- Inter-personal skills
- Verbal and written communication skills
- Skill 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 4 hours per day
- Stand up to 1 hour per day
- Walk up to 3 hours per day
- Continuously lift up to 10 lbs.
- Continuously reach
- Frequently bend, kneel, or twist
- Occasionally squat or climb