

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ALTERNATIVE SENTENCING SPECIALIST

<b>JOB CODE: 20210</b>	<b>PAY GRADE: 12</b>	<b>PAY RANGE: \$40,102 - \$64,162</b>
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### GENERAL DESCRIPTION

Under the direct supervision 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;
- 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;

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- Provide 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 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.

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.

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 in Criminal Justice, Public Administration, or related field  
AND one (1) year related experience, OR
- Four (4) years' experience in interviewing, counseling, or interacting with the public
- Or equivalent combination of education and experience
- An accuracy score of 80% on data entry
- Typing speed of 25 wpm
- 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
- 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
- Occasionally lift up to 10 lbs.
- Occasionally reach
- Occasionally bend, kneel, or twist
- Occasionally squat or climb