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# **Department:** Community Corrections

**Reports To**: Community CorrectionsDirector

**Supervisory Duties**: None

**FLSA Status**: Non-Exempt

**Benefits**  Eligible

**Union Status**: N/A

**Last Updated:** May, 2022

**Position Details:** Provides investigative services to the court/ releasing authority and supervisory services to offenders in order to protect public safety and facilitate law-abiding behavior. Agents independently handle the complex supervision of cases and complete assessments of offenders in order to determine/ recommend appropriate supervision levels. Agents prepare case plans, supervise offenders to monitor behavior in compliance with probation/ releasing authority conditions. This position completes progress reports and apprehension/ detention orders and may need to testify in court, as needed.

**Essential Duties and Responsibilities:**

* Supervise offenders at levels consistent with Fillmore Community Corrections policy.
* Prepare pre-dispositional or pre-sentence investigation, as assigned.
* Provide co-facilitation of sex offender therapy groups, as assigned.
* Provide all other required reports to the Courts and/or Department of Corrections.
* Complete risk assessments of offenders in order to determine/ recommend appropriate supervision levels.
* Prepare case plans.
* Supervise offenders to monitor behavior and compliance with probation/ releasing authority conditions.
* Conduct random home visits including nights and weekends per policy for applicable caseloads.
* Complete progress reports and apprehension / detention orders and testify in court, as needed.
* Authorize after hours Apprehension and Detention detainment of offenders to protect public safety and / or to enforce conditions of probation.
* Co-Facilitate Thinking for Change groups, as needed.
* Collect urine and DNA samples per policy and per statute.
* Provide all required collateral contacts with law enforcement, social services, and family services.
* Prepares statistical information as directed.
* Maintains written chronological reports of all client and collateral contacts. Prepares and maintains client records and assures proper confidentiality procedures.
* Makes referrals to appropriate community programs. Work with other community resources for collaborative program efforts regarding individual clients.
* Interacts with probation staff, law enforcement and staff from various community and treatment programs.
* Secures or arranges drug and alcohol tests for clients.
* Serves on related boards and committees relating to corrections issues as directed.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with Fillmore County.

**Position Requirements**

***Knowledge, Skills and Abilities:***

* Ability to work assigned schedule in a 24/7 work environment.
* Basic knowledge of law enforcement terminology and procedures.
* Ability to effectively use a computer and various software programs.
* Ability to handle critical situations in a calm manner.
* Ability to communicate effectively, both orally and in writing.
* Knowledge of the practices, terminology and procedures of correctional agencies.
* Knowledge of data privacy practices.
* Knowledge of the principles of Human Behavior Dynamics.
* Knowledge of group dynamics and sex offender therapy.
* Knowledge of counselling and guidance practices and procedures.
* Knowledge of problems encountered when working with juvenile or adult offenders.
* Ability to work independently within department policies and procedures.
* Ability to communicate effectively in a courteous and professional manner.
* Ability to make through investigations and to analyze results.
* Ability to deal with resistance at various levels.
* Ability to establish and maintain healthy and respectful relationships with collateral agencies, individuals and/ or offenders.
* Ability to establish and maintain healthy and respectful relationships with co-workers, other agencies and clients.
* Ability to travel.

***Education:***

* Bachelor’s degree in criminal justice or a related field, preferred.
* Experience with case management in a corrections agency, preferred.
* 2 years college credits in Criminal Justice or related field or the equivalent of 7 years’ experience working in a Community Corrections Agency.
* Extensive experience working with CSTS, Windows, SQL and CJDN

***Certifications:***

* Sex Offender Supervision Training
* LS/ CMI or YLS/ CMI proficiency
* Search and Seizure Training
* ICOTS
* CSTS proficiency
* Sentencing Guidelines proficiency

***Desired, Not Required, Qualifications:*** Some relevant work experience and/or CJIS terminal operator certification.

***Physical and Mental Requirements:***  Positions in this job typically require sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters non-traditional work schedules and stress and pressure from dealing with emotional and critical issues. There is also sustained exposure to computer keyboards and video screens. This positon is generally light-duty and may require the exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.   
\*\**The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

***Working Conditions:*** Work is performed in an office environment, site visits and jail.

***Competencies Common to All County Positions:***

* Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
* Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
* Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
* Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
* Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

\*\**The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*