

## ALTERNATIVE SENTENCING ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for a variety of duties providing assistance in the County Alternative Sentencing Program. The work is carried out in accordance with the policies and procedures established for the program and involves representing the program in court and to other agencies, screening potential participants, maintaining hard copy and electronic case records, developing new work sites and assisting in case management activities. Work is performed under the general supervision of a higher level employee. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Represents program in court, reporting on participant progress and/ or violations;

Advocates on behalf of eligible defendants;

Maintains confidential case records;

Cooperates and collaborates with other agencies and programs within the criminal justice system;

Conducts screening interviews of candidates for community service;

Conducts placement appointments to define responsibilities and establish schedules and expectations of work site, the participant and the Alternative Sentencing Program;

Participates in public relations and speaking activities as appropriate;

Maintains case files, prepares written and oral reports including reports on unusual incidents and provides regular reports to appropriate parties on status of program participants;

Performs routine clerical activities;

Prepares and maintains hard copy and electronic confidential records.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of interviewing techniques; ability to understand and interpret oral and written directions and/ or material; ability to establish and maintain effective working relationships with others; ability to acquire working knowledge of policies, procedures and practices of correctional alternatives programs; working knowledge of the range of human service programs and other community resources related to the needs of a defendant/ offender population; ability to prepare and present written and oral reports; ability to relate to and maintain order and discipline with a potentially difficult client population; good judgment; emotional maturity; tact, courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of an associates degree from a regionally accredited or New York State registered college or university with a minimum of 15 credit hours in the social and/ or behavioral sciences; OR
- B. Graduation from high school or possession of a high school equivalency diploma or its' equivalent and two years of work experience or verifiable volunteer experience assisting in the coordination, development or provision of correctional, educational, rehabilitative or human services to a defendant/ offender population; OR
- C. An equivalent combination of training and experience as indicated in A and B above.

Note: For the purpose of this position, social and/ or behavioral sciences would include courses in such areas as criminal justice, criminology, sociology, psychology, social work and anthropology.

Special Requirement: At time of appointment, and throughout employment in this title, candidates must possess a valid New York State Driver's License.

ULSTER COUNTY  
0155 AS AST  
Classification: Competitive  
Grade: 10  
Union: CSEA

Adopted: December 11, 1998