

ALTERNATIVE SENTENCING CREW SUPERVISOR - TOWN OR VILLAGE

DISTINGUISHING FEATURE OF THE CLASS: The work involves responsibility for monitoring and leading a crew of workers who perform public work projects and community service. The crew is comprised of alternatively sentenced individuals, as sentenced by the town and/ or village courts. The incumbent oversees the performance, productivity and behavior of the members of the crew. Work is performed under the general supervision of a higher level official or 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 of all of the following as well as other related activities not described.

Keeps daily attendance for participants, and insures that they complete the number of hours assigned in accordance with the sentence imposed by the Justice;

Notifies appropriate Justice when a participant, without adequate excuse, fails to appear when required, or acts inappropriately;

Receives work projects and assigns participants to them;

Transports crew to job site;

Communicates with job site representatives;

Supervises members of the crew in performing unskilled manual assignments such as but not limited to: cleaning, landscaping, recycling, painting, and maintenance;

Prepares incident reports and other reports as required;

Maintains a variety of records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to oversee unskilled manual labor; ability to maintain effective working relationships with alternatively sentenced offenders, representatives of contract agencies and the general public; ability to prepare and present simple oral and written reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma; AND
- B. Three (3) years of work experience supervising a team of workers or maintaining order and control of groups of people; OR
- C. Four (4) years of experience as described in B above.

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Note: Verifiable volunteer experience may be substituted for the above work experience on a year-for-year basis.

SPECIAL REQUIREMENT: Possession, at time of appointment and throughout employment in this title, of a New York State Driver License appropriate to the vehicle operated.

ULSTER COUNTY
0163 AS CS T/V
Classification: Competitive
OA

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