

## **DEPUTY ALTERNATIVE SENTENCING PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for assisting the Coordinator in determining and implementing viable alternatives to incarceration in the County Jail. The employee works under the general supervision of the Coordinator, however, leeway is allowed for the exercise of independent judgment on ordinary questions of procedure and order of tasks. 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.

Investigates background of offenders by contacting police agencies, Probation Department, District Attorney's Office, arresting officers, family members and employers;

Accesses Ulster County Jail computer records for information on present and prior arrests;

Sits in on court proceedings to intercept cases that appear appropriate;

Confers with Judges, Assistant District Attorneys and Defense Attorneys to expand choice of sentencing options;

Completes case monitoring forms on each offender accepted by the program;

Compiles information from case monitoring forms for quarterly submission of detailed statistical analysis to the New York State Division of Probation and Correctional Alternatives;

Interviews potential program participants to determine eligibility and willingness to comply with program requirements;

Based on information obtained, draws conclusions regarding appropriateness for community sentencing and writes a detailed report on determination to judge regarding the offense, the investigation and sentencing recommendations;

Makes referrals to appropriate treatment facilities and confirms with regular contact that treatment conditions are being complied with;

Provides placement with community service work sites and makes periodic work site visits to ensure that the work schedule is being adhered to;

Provides employment counseling to participants with poor employment histories or who have difficulty performing job duties;

Recruits non-profit organizations and municipal agencies as work sites for community service participants and outlines details of the program so prospective work sites may make an informed decision regarding their potential participation.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the techniques utilized in gathering information

through interviewing and questionnaires; good knowledge of the theory of criminal justice; good knowledge of the criminal justice system at the state and local levels; skill in conducting personal interviews; ability to analyze narrative and statistical data; ability to prepare complex narrative and statistical reports; ability to gain the cooperation of others; good judgment; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Two (2) years of college level study and one year of full-time paid experience in a position which required dealing with offenders on a one-on-one basis; **OR**
- B. One year of college level study and two (2) years of full-time paid experience in a position which required dealing with offenders on a one-on-one basis.

ULSTER COUNTY

2150 DEP AS CD

Classification: Competitive

Grade: 13

Union: CSEA

Adopted: December 6, 1988