

LANCASTER COUNTY  
COMMUNITY CORRECTIONS FIELD SPECIALIST

5762

NATURE OF WORK

This is professional work providing administrative and operational support for the supervision of justice involved individuals who are participating in an alternative to incarceration program.

Work involves monitoring clients in the community while engaged in their daily activities to ensure compliance with personal program agreements. Work also involves documentation and development of reports; presenting findings for staff review; and maintaining appropriate client records. Supervision is received from an administrative superior with work being reviewed in the form of conferences to determine the effectiveness of services provided.

EXAMPLES OF WORK PREFORMED

Monitors and reports on client activities in the community to program staff and other criminal justice agencies; contacts employers, instructors and others; conducts residence checks.

Builds, cleans and maintains monitoring equipment; picks up lost and damaged equipment; provides assistance to staff in managing the monitoring equipment.

Participates as a team member in program meetings to enhance provision of services.

Participates in client program orientation; coordinates client program activities, assists with skills training of clientele; transports clients.

Responds to reports of non-compliance; investigates reports of non-compliance through various means, including but not limited to interviews and electronic monitoring.

Prepares reports and maintains records of services provided and client progress.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of sociological, behavioral and cultural factors influencing the behavior and attitudes of offenders in the criminal justice system.

Knowledge of the functions and services of community organizations, related human services, mental health and substance abuse resources.

Knowledge of appropriate procedures to follow or actions to take in various monitoring situations.

Ability to develop and maintain effective working relationships with clients, co-workers, law enforcement, attorneys, the judiciary, and the public.

Ability to communicate effectively both orally and in writing.

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Ability to maintain records of services provided, client progress and required documentation.

MINIMUM QUALIFICATIONS

Graduation from a four-year accredited college or university ; or an associate degree (or 60 college credits) and at least one year of full-time or two years of part-time criminal justice experience; or a high school diploma and four years of full-time experience in criminal justice; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills to meet the National Association of Pretrial Services Agencies (NAPSA) Accreditation Standards.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is required in the performance of assigned duties.

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