

ALTERNATIVES TO INCARCERATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is the entry position at the professional level in alternatives to incarceration work. The duties require the application of modern social work techniques in making evaluations of clients being considered for pretrial release. This employee assists persons during their pretrial release period. This employee works under general supervision of a higher ranking professional employee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews eligible clients at the jail gathering data to determine appropriateness for Pretrial Release recommendation;
Gathers collateral information that verifies clients' status by reviewing record checks and/or interviewing law enforcement, employer, family members, community members, victims, courts and human services agencies;
Collaborates with the District Attorney's office regarding release recommendation;
Contacts appropriate judge to make recommendations for Pretrial Release;
Gets appropriate paperwork signed by the judge and to the Ontario County Jail;
Supervises clients released to the Pretrial Release Program to ensure they reappear in court as directed;
May electronically monitor clients released to Pretrial Release;
Makes referrals to outside agencies/programs for necessary and appropriate services (i.e.: substance abuse evaluation, mental health evaluation, etc.);
Acts as a liaison between family members, service agencies, schools, employers, etc.;
Keeps thorough case notes and records on each client documenting the client's progress in Pretrial Release;
Keeps statistical data relating to the Pretrial Release Program(i.e.: jail days saved, reappearance rate, referrals made, etc.);
Acts as a liaison between future Drug Treatment Court and other courts/Judges;
May make home visits to verify information or status of clients.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good interviewing skills; good knowledge of Alternatives to Incarceration programs; basic knowledge of the general concepts relating to education, addictions, family issues, and criminal justice system; ability to analyze facts in making judgments regarding program eligibility; ability to establish and maintain effective working relationships with clients, agencies, co-workers, and members of the judicial system; excellent communication and listening skills, both verbally and in writing; ability to work independently and to use good judgment.

MINIMUM QUALIFICATIONS: Either:

1. Master's Degree from a regionally accredited college or university or one recognized by the New York State Education Department in social work, education, administration, law, sociology, psychology, criminology or a related field; or
2. Bachelor's Degree from a regionally accredited college or university or one recognized by the New York State Education Department with at least 30 credit hours in social or behavioral science and two (2) years of counseling or casework in a recognized agency adhering to accepted standards in probation, parole, social services, psychology or medical social work, or related field; or
3. An equivalent combination of training and experience as set by the limits of (1) and (2).

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

REVISED: NOVEMBER 30, 2000
CLASSIFICATION: COMPETITIVE