

CORRECTIONAL ALTERNATIVES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves the operation of the pretrial release program, the identification of eligible offenders who are in custody in the county jail for release on recognizance or under supervision and providing verified reports to the courts with recommendations for ROR/RUS. The program, which is part of the Alternatives to Incarceration Program, seeks to minimize the use of incarceration for eligible offenders in pretrial status thereby alleviating jail overcrowding as well as to safely divert and treat offenders in the community. The work is performed under direct supervision. A Correctional Alternatives Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Screen program cases to determine eligibility;
- Interviews offenders in custody and utilizing program criteria, evaluate suitability for ROR/RUS;
- Conducts investigations to verify information gathered, as well as to contact criminal justice sources for additional information;
- Reports recommendations to courts regarding program acceptability of eligible offenders;
- Assist the coordinator in the office supervision of those released on RUS;
- Act as backup for all ATI programs in coordinator's absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of interviewing techniques and human behavior; working knowledge of investigative techniques; working knowledge of the criminal statutes; knowledge of how the courts and criminal justice system operate; knowledge of current social problems and their effects on individuals, groups, and society; ability to communicate effectively; good powers of observation; good judgement; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A) Successful completion of 21 semester credit hours of study in criminal justice, corrections, law, or the social or behavioral sciences at a regionally accredited or New York State registered college or university;

OR

B) Two years of experience in law enforcement, corrections, probation, parole, or social casework involving frequent contacts and interactions with the criminal justice system.

SPECIAL REQUIREMENT: Must possess and maintain an appropriate class New York State motor vehicle operator's license and the use of a privately owned motor vehicle.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/21/2013