POSITION DESCRIPTION

Position Title: Community Service Supervisor

Reports To: IPP Director

Program Area: Community Corrections

Compensation Level: P & A Grade 5 (Starting salary is $28,017.00/yr)

Position Summary:

Responsible for supervising defendants placed into the Community Service Program by the Court of Common Pleas and District Judges of Mercer County. The Community Service Supervisor organizes and coordinates the activities of the Community Service Program. Responsibilities and duties include but are not limited to ensuring defendant compliance with community service court orders through office and field contacts, ensuring that defendant files are prepared and maintained in compliance with IP Program guidelines, conducting drug testing, making collateral contacts to ensure defendant compliance with program directives and testifying in court.

Essential Duties:

1. Responsible for all aspects of supervision of assigned community service participants as it relates to their community service participation.
2. Assists program participants with the interpretation of Court Orders/conditions.
3. Intakes/screens all defendants being considered for or ordered into the Community Service Program.
4. Conducts drug testing and maintains chain of custody for all appropriate specimens. Follows specimen collection policies and procedures to maintain the integrity of the specimen in all cases.
5. Assigns defendants to appropriate Community Service sites.
6. Enlists support of non-profit organizations willing to serve as a community service site.
7. Maintains ongoing contact with the agency supervisor to ensure defendant compliance and intervenes in the event of difficulty.
8. Conducts office, field and collateral contacts to ensure defendant compliance with program directives and orders of court.
9. Responsible for maintaining the community service participant database.
10. Investigates alleged violations of conditions governing supervision of Intermediate Punishment community service.
11. Attends/Testifies in court proceedings as necessary.
12. Effectively carries out the policies and procedures for the Community Service program as established in the Mercer County Intermediate Punishment Community Service Program.
13. Prepares monthly statistical reports and maintains and provides information/statistics for the preparation of such other reports as directed.
14. Performs such other related tasks and duties as may be requested or assigned by the IPP Director in support of the IP Program.
15. Visits Community Service sites.

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16. Networks with local law enforcement, other court staff and probation/parole departments.
17. Prepare billing and credit statements as appropriate for community service participants.
18. Completes and submits Daily Activity Reports to the IP Director identifying workload on a daily basis.
19. Supplies violation reports, recommendations, progress and completion reports to the Court as required.
20. Provides daily or event occurrence updates of offender progressive records and files to include summarizing offender, collateral, offender employment, treatment and police contacts as they occur.
21. Maintain the position professionalism, credibility and integrity at all times.

Other Job Duties:

1. Attends trainings, meetings and seminars as requested.
2. Performs other job-related duties as required.

Supervision Received:

The Community Service Supervisor receives occasional instruction and supervision from the IPP Director in regard to daily work duties.

Supervision Given:

None.

Qualifications:
A. Education/Training:
   1. Minimum of a Bachelors degree in criminal justice or related field.
   2. Ability to pass certification training as required and updating of specialized skills to include specialized training programs including self defense, firearms, TASER and weapons of self defense.
   3. Ability to learn and understand practices and procedures for the operation of the program.

B. Work experience:
   1. None required; 1-2 years experience preferred.

Knowledge, Skills and Abilities Required:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out the essential job functions.
2. Must possess good communication and interpersonal skills.

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3. Must possess initiative and problem solving skills.
4. Must possess the ability to function independently, have flexibility and the ability to work effectively with co-workers and staff.
5. Must possess knowledge of criminal justice system and ability to apply same to the job.
6. Must possess the ability to maintain confidentiality in regards to offender information and records.
7. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
8. Must possess the willingness to travel as needed to carry out the essential job duties.
9. Must possess the ability to make independent decisions when circumstances warrant such action.
10. Must be able to maintain accurate statistics and records in computer and in files and to provide required reports in a timely manner.
11. Must be able to apply basic math calculations and to apply regarding collection of fees, records, reports and other documents.
12. Must possess the knowledge of ability to screen offenders and place them into appropriate programs.
13. Must possess a valid PA driver’s license.
14. Must be competent to be able to complete certification for drug and hair testing.

Working Conditions:
1. Works indoors in adequate work space with adequate temperatures, ventilation and lighting.
2. Moderate exposure to stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Works in conditions of potential outbursts or disruptive behavior of defendants.
5. Travels during all seasons and is exposed to outdoor elements including snowy, icy roadways.
6. Conducts field contacts with offenders. Carries mace and expandable baton and is trained in defensive tactics both verbal and non-verbal.
7. Potential exposure to infectious diseases during urinalysis and contacts.

Physical and Mental Conditions:

1. Must possess the ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching, as necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs; torso necessary to carry out duties of job.
4. Sedentary work that may incur occasional lifting/carrying objects with a maximum weight of ten pounds.
5. Must be able to cope with the physical and mental stress of the position.

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6. Must be able to react quickly physically and mentally in the event of a disturbance or physical outbreak.

This position requires the individual to be capable of actively participating in self defense training which may involve lifting, throwing, running, tumbling and utilize weapons of self defense.

How to Apply:

Please send a letter of interest, salary history, resume, three references and completed standard County of Mercer Application for employment to:

Mercer County Human Resources
17 Courthouse
Mercer, PA 16137

Deadline to Apply: Wednesday, December 21, 2011