

GENESEE COUNTY

ASSISTANT DIRECTOR, GENESEE JUSTICE

DISTINGUISHING FEATURES OF THE CLASS: Performs moderately difficult and complex administrative duties relating to Genesee Justice program development, monitoring and coordination. The individual in this position also carries an active caseload relating to victims and offenders. The work is performed under the general supervision of the Genesee Justice Program Director in accordance with established procedures. The incumbent has independent leeway in carrying out the responsibilities of the job. Supervision is exercised over the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Monitors and analyzes the performance of different programs and services offered by Genesee Justice;

Directs, reviews, and oversees the work of Counselors, Assistants and all other staff employed by Genesee Justice. May delegate work and may take corrective action as needed;

Assists in the interpretation of office policies and rules for the benefit of staff members;

Helps develop efficient record-keeping systems and administrative procedures;

Confers with judges, court personnel and various other groups and individuals on problems and issues concerning Genesee Justice Programs;

Assists with special projects in the areas of restorative justice and other initiatives that benefit the organization;

Assists in evaluating staff training needs and coordinates special training programs;

Interviews clients and makes appropriate referrals to community agencies based upon the client's needs, inclusive of all offender based programs operated by Genesee Justice;

Monitors the offender clients' progress and compliance with the various program terms and conditions by making phone contacts, completes bail evaluations, administers drug and alcohol testing, court appearances, or client home visits;

Completes court documents when client finishes community service assignment;

Promotes a balanced and restorative justice philosophy focusing on victim advocacy, offender accountability and partnerships within the community;

Assists the Director in designing and developing grants and requests for funding proposals for Genesee Justice;

Assists the Director in the preparation of audits, the annual county and specific grant budgets;

Provides intensive victim assistance to victims of violent and non-violent crimes;

Interviews and assists the victim's needs and concerns and financial losses;

Prepares in-depth reports for the District Attorney on the victim's recommendations and attitude towards case direction and sentencing of the offender;

Carefully monitors a victim's case as it progresses through the criminal justice system. This may include working with physically or sexually abused children and domestic violence victims;

Serve as back-up for the Director in any absences, which may include representing the Department at meetings, County Legislature, and other functions as needed. This may require occasional evenings and Saturday morning attendance;

Serve as back-up for the Justice for Children Advocacy Center Coordinator.

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ASSISTANT DIRECTOR, GENESEE JUSTICE

Page 2

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of the modern principles and practices of the Criminal Justice system; good knowledge of community agencies, facilities and services which can be utilized as Alternative to Incarceration and Victim Assistance; good knowledge of the principles underlying human behavior, growth and development; good knowledge and understanding of community partnerships with citizen mentors, victim advocates and non-profit agencies performing community corrections; good organizational and public speaking skills; ability to plan and direct the work of others; emotional maturity; good powers of observation; good discretion and judgment; initiative; resourcefulness; dependability.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and low light conditions. The employee may occasionally lift and/or move up to 10 pounds.

The noise level in the work environment is usually moderately quiet.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in Criminal Justice, Human Services, Psychology, Social Work, Education, or a related field AND three years of full-time paid experience in a criminal justice agency or other agency with duties of case management, counseling and/or victim advocacy, including one year of supervisory experience.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State driver's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

PART-TIME, PAID EXPERIENCE WILL BE PRO-RATED AS APPROPRIATE

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ASSISTANT DIRECTOR, GENESEE JUSTICE

Page 3

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class
Adopted 3/30/07
Revised 11/19/07
Revised 3/24/08
Revised 11/13/23

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.