

**COMMUNITY SERVICE/VICTIM ASSISTANT (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** Incumbents in this class assist in the developing, promoting and monitoring of the various Genesee Justice Programs under the supervision of the Program or his/her designee. Does related work, as required.

**TYPICAL WORK ACTIVITIES:**

Assists in the monitoring of a number of Alternative to Incarceration (ATI) Programs including Community Service

Assists in the interviewing of Community Service Clients to determine appropriateness for placement with non-profit agency, verifies legal and medical histories of clients, assists in monitoring the client's progress or lack therefore;

Liaisons with a variety of not-for-profit agencies promoting Genesee Justice and the community service program, in order to designate a variety of placement locations for offenders to complete their hours;

Conducts pre-sentence screenings at the request of the court to determine appropriateness for alternatives to incarceration programs;

Conducts regular in person and telephonic meetings with defendants to monitor compliance with required court ordered conditions;

Performs drug and alcohol testing as directed;

Prepares notices to the court for condition violations, and testifies at court appearances and delinquency hearings as requested;

Case management duties to include compiling and maintaining records and logs relative to the defendant's progress;

Maintains regular direct communication with the courts to gather information on case standing, and attends court appearances as needed;

Reviews criminal histories to ensure defendants are eligible to complete community based sentences;

Conducts vehicle registration and title checks as indicated;

Generates all paperwork with respect to case actions, to include defendant demographics, criminal history, failure to appear history, and signed releases.

Monitors the clients' progress and compliance with the various conditions by making phone contacts, agency visits, etc.;

Monitors defendants sentenced to a conditional discharge with court order to install ignition interlock devices in their vehicles and keeps the court apprised of any violations;

Monitors out of County/State offenders;

Prepares quarterly statistical reports for Ignition Interlock Devices pursuant to Leandra's Law;

Assists by working with other departments and agencies, such as the District Attorney's Office, Sheriff's Office, Justices, Courts, Probation and local law enforcement, support service agencies, etc. during the various phases of the programs;

Communicates regularly with offices/agencies such as treatment providers, program providers, etc. during the various phases of the Program;

Assists by working with other departments and agencies, such as the District Attorney's Office, Sheriff's Office, Justices, other police agencies, support service agencies, etc. during the various phases of the program;

Assists in compiling and maintaining records and logs;

Helps process and mail client, court and community agencies correspondence, documents, etc.

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The above examples of duties are intended only as illustrative of the various types of work performed. The omission of specific statements 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 Criminal Justice System; good knowledge of community agencies, facilities and services which can be utilized as alternatives to Incarceration; good organizational skills; good public speaking skills; ability to compile and maintain reports; ability to communicate clearly both orally and in writing; ability to monitor and enforce each client's community service as ordered by the court; ability to work well with a wide variety of community resource agencies; working knowledge of NYS Penal Laws, Criminal Justice Procedure Law, and Restorative Justice principles; 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 functions.

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 objects, tools, or controls; and reach with hands and arms. The employee is also required to drive a vehicle.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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

### **MINIMUM QUALIFICATIONS:**

A. Possession of an Associate's Degree or higher.

**OR:**

B. Possession of a high school diploma or an equivalency diploma recognized by the NYS Department of Education **AND** completion of a minimum of 62 semester credit hours from a regionally accredited or NYS registered college or university **AND** one (1) year of full-time, paid experience in a criminal justice agency or other agency whose duties shall have involved counseling or case management/supervision.

**OR:**

C. Possession of a high school diploma or an equivalency diploma recognized by the NYS Department of Education **AND** two (2) years of full-time, paid experience as described above.

**NOTE:** Study in a regionally accredited or NYS registered college or university in a Criminal Justice program may be substituted for the education or experience noted above on a year for year basis.

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

**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.

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.

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

Non-competitive Class

Adopted 6/21/24-12/31/24