

Jurisdictional Class: Competitive; Non-Competitive when Part Time in County
Adopted: September 6, 1985
Revised: February 12, 2018

COURT REFERRAL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for coordinating and monitoring adult offenders released from local jail to the supervision of the pre-trial release program or the monitoring of adult offenders supervised with an Ignition Interlock in their vehicle. Duties include interviewing offenders at the Clinton County Jail, at local criminal courts, or the Probation Department and may include supervising offenders in the pre-trial release program, Ignition Interlock Program, or sentenced to perform community service work under the County's Alternatives to Incarceration Program. The Court Referral Specialist works under the general supervision of the Probation Director II or Probation Supervisor and is allowed latitude for the exercise of independent judgment in carrying out assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews and screens pretrial detainees in the county jail and at local courts to verify information for likelihood of return to court, risk assessment, and community placement under the program's supervision, and to present recommendations to the court system;

Reports to the courts as to whether or not released offenders are satisfactorily complying with program requirements and court orders;

Monitors and supervises offender's progress in the program and attempts to resolve any problems which might develop;

Participates in the collection of DNA, urinalysis for illicit drugs, alcohol breath analysis, and set up of electronic monitoring equipment to monitor client's compliance with release conditions;

Develops and maintains a good working relationship with local judges and justices and their staff;

Works with public not-for-profit and governmental agencies to develop work sites and projects for the placement of adult offenders sentenced by the criminal courts to community service work;

Monitors and supervises offenders sentenced to perform community service work, making appropriate work site referrals, and reports on their progress to the local criminal courts;

Acts as liaison between community service agencies and program participants;

Assists in recruiting community service program participants from the courts;

Makes site visits to meet with community service site supervisors and to discuss participants' performance;

May monitor and supervise DWI offenders sentenced to a period of monitoring with an Ignition Interlock device;

Maintains records of program participants in accordance with established policy and program guidelines;

Monitors and reports on participants' activities and progress;

Reports to the Probation Director II on the status of the program;

Prepares periodic written reports for dissemination to County Public Safety Committee, County Magistrates Association, the Clinton County Alternative to Incarceration Advisory Board, and other interested groups;

Maintains records of program activities and prepares quarterly activity reports for the State;

Performs other work as directed by the Probation Director II.

Court Referral Specialist

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Good knowledge of the economic, psychological, and sociological factors underlying criminality, delinquency, and personal maladjustment;
- Working knowledge of the principles and practices of public relations, pre-trial release and community service programs;
- Working knowledge of interviewing techniques;
- Working knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal Courts;
- Ability to establish and maintain effective working relationships with others;
- Ability to communicate effectively both orally and in writing;
- Ability to motivate others.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a human services, criminal justice, or closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in a human services, criminal justice, or closely related field and two (2) years of experience in the human services or criminal justice field; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a timely and efficient manner.

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.