

Job Class Code: 7993	FLSA Status: Non-Exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION

The purpose of the classification is to perform responsible, professional work in the investigation, supervision and counseling of offenders/defendants referred by the Courts. The class is responsible for developing, screening, assessing, supervising, monitoring plans and preparing court reports. Work is performed under general supervision.

TYPICAL TASKS

- Maintains an assigned caseload of low and medium risk cases, and provides supervision in accordance with the Comprehensive Community Corrections Act and Pretrial Services Act, applicable procedures, policies, standards and Code of VA, while utilizing effective communications and motivational interviewing skills.
- Interviews arrested individuals who have been detained and admitted to bail but are unable to secure a release due to inadequate/unavailable financial resources.
- Completes comprehensive background investigations and criminal record checks to verify offender/defendant information.
- Coordinates treatment and community service referrals, develops case plans and makes collateral contacts as necessary.
- Administers drug and alcohol tests.
- Monitors community service requirements/completion and payment of court-ordered financial obligations.
- Conducts risk/needs assessments utilizing effective communication skills.
- Appears in court as required or directed to respond to questions or to testify.
- Collects data and completes various court/agency reports in a timely fashion using PTCC database
- Assists management and peers with inventories, maintenance of equipment, case filing, and records management.
- Documents case file/investigation activities as required.
- Follows up on pending court cases/dispositions of charges via VCIN and Supreme Court database.
- Performs other duties as required or directed.

GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, subordinates, coworkers, and others that depend on the service or product.

KNOWLEDGE, SKILLS, AND ABILITIES	
Knowledge	Knowledge of the operations of the criminal justice and local justice systems, to include probation and pretrial services.
Skills	Proficiency in keyboarding and with Microsoft Office software.
Abilities	Ability to establish and maintain effective working relationships with judges, magistrates, attorneys, police officials, defendants/offenders, treatment providers, community service supervisors and staff members; ability to work non-standard hours including early mornings, evenings, and weekends; ability to respond to last-minute requests for investigations as needed; ability to exercise good judgment and make independent decisions; ability to communicate professionally, competently and effectively both orally and in writing; ability to work with limited direct supervision.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in criminal justice, sociology, psychology or a related field.
Experience	A minimum of two years of related work experience in the criminal justice field is required.
Special Training, Certifications and/or Licenses	Two weeks of Basic Skills Training in Richmond is required within six months of hire. Must pass a criminal record training course (VCIN) and various training tests for knowledge and competency during probationary period and meet or exceed benchmarks established by management. Requires a valid driver's license and driving record in compliance with City Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

ADA REQUIREMENTS	
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.	

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.