

## **Part Time Assistant Community Corrections Coordinator**

**Job Posting Date:** June 12, 2017

**Application Deadline:** July 14, 2017

### **Agency Profile:**

Monroe County Community Corrections provides alternative sanctions and services as sentencing options for local eligible offenders, at the discretion of the court, with the goal of rehabilitating offenders and reducing the occurrence of repeat criminal offenses that result in a term of incarceration in jail or prison and/or community supervision.

Local control and management is promoted, enhanced and increased through the support of the State, County and local program provider's partnership in the management of the offenders. The State provides the funding for the alternative sentencing options and the funding is renewed yearly with the approval of the County's Comprehensive Plan.

### **Summary:**

Under the supervision of the Community Corrections Coordinator, assists in the development, implementation, and monitoring of the local Community Corrections Comprehensive Plan and Grant Application under Public Act 511. Assists in the preparation of reports contractually required by the State Office of Community Corrections. Collects and analyses program data, jail statistics and court sentencings obtained through various software systems used within Community Corrections, the County Jail and County Courts. Maximum of 20 hours a week, preferably full days on Tuesdays and Fridays.

### **Employment Qualifications**

Education: Bachelor's Degree in criminal justice, administration, criminology, behavioral sciences, or related area.

Experience: One year of criminal justice experience, preferably related to community corrections programs.

In lieu of a bachelor's degree, a candidate must possess an associate's degree or a minimum of two (2) years of college (equivalent 60 credit hours) in one of the above mentioned fields and (3) years of work experience in criminal justice or community corrections programs.

### **Knowledge of:**

- PA 511, the priorities established by the State Community Corrections Advisory Board and the State Office of Community Corrections.
- The English language including the meaning and spelling of words, rules of composition, and grammar.
- Clerical procedures and systems such as word processing, managing files and office procedures.
- The criminal justice system or programs serving the offender population.
- Evidence-based practices, a risk and needs assessment tool and recidivism.

### **Skills in:**

- MS Office, with ability to organize electronic documents and folders.
- Intermediate or advanced writing, can clearly provide rational justification for proposed objectives and strategies.

- Using technology appropriate to the position held.

**Ability to:**

- Research State laws and regulations to ensure the County is in compliance
- Analyze numeric data
- Become knowledgeable in Community Corrections programs/services
- Listen to and understand information that is presented
- Communicate information and ideas

**Physical Requirements:**

Access departmental files, enter and retrieve information from a computer.

Vision to read printed material and a computer screen.

Hearing and speech sufficient to communicate in person or over the phone.

Ability to operate a copy machine and other office equipment.

Travel to and access all program locations.

**Other Requirements:**

Must possess a valid Driver's License.

Pre-employment fingerprinting.

**Compensation:**

\$16.44 per hour

**How to apply:**

An updated resume, copy of transcripts and completed application are required. Apply to [Meagan\\_russell@monroemi.org](mailto:Meagan_russell@monroemi.org) or County of Monroe Human Resource Department, 125 E. Second Street, Monroe, MI 48161.

**All applications must be received by July 14, 2017 in order to be considered.**