

JAIL ALTERNATIVE WORK SERVICE (J.A.W.S.) MONITOR DISTRICT COURT

Department: 1st District Court

Wage Grade: Rye-3

FLSA Status: Non-Exempt

Affiliation: Non-Union

General Summary:

Under the supervision of the Full-Time JAWS Monitor, coordinates community service programs and supervises probationers' work program activities in lieu of jail time.

Essential Functions: *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).*

- Enroll clients into the Jail Alternative Work Service (J.A.W.S.) program and/or community work service and assign work details accordingly to appropriate work service sites.
- Transport defined clients to and from work service sites.
- Ensures proper maintenance of program equipment, i.e. lawn mowers, weed eaters, edgers and various work tools. Responsible for requisitioning replacement equipment.
- Coordinate with Probation Services Director to establish and maintain work service sites with non-profit organizations.
- Track J.A.W.S. payments, work site details and other pertinent information and provide follow-up communications to probation officers regarding client compliance or non-compliance with program rules.
- Administer Preliminary Breath Tests (PBT) and urine screens as needed and maintain a log of the same. May be required to testify to any client's violation of a court order or results from alcohol and drug screen tests.
- Other Probation Department functions as assigned.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: High School diploma or its equivalent; coursework in criminal justice preferred.

Experience: Supervising various work crews preferred.

Other Requirements:

Must take the L.E.I.N certification test & be fingerprinted.

Must possess a valid Michigan Chauffer's Driver's License.

Knowledge of:

- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions.
- The Judicial Information System (JIS), case management system and COMPAS Case Manager (Statewide demographic software).
- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Skill in:

- Using logic and reasoning to identify the solutions, conclusion or approaches to problems.
- Identifying the priority of program needs and matching up clients' abilities to work sites.
- Communicating effectively in a clear manner to clients and probation officers.
- Using technology appropriate to the position held.
- Using sound judgment within established policy and procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Ability to:

- Carry out court and county procedures within the department.
- Handle confidential information with great sensitivity.
- Work well under pressure, prioritizing daily needs.
- Communicate information and recommendations in writing so others will understand.
- Recognize issues that interfere with the ability to meet and maintain performance expectations and address them.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to enter and access information from a computer.
- Ability to access court files.

- Vision to read printed materials and a computer screen.
- Hearing and speech sufficient to communicate in person or over the telephone.

Working Conditions:

- Works in office and field conditions.
- May be in regular contact with persons charged and/or convicted of criminal offenses.
- May have occupational exposure to persons with various communicable diseases.
- Will be required to train annually and certify in the MIOSHA Bloodborne Pathogens provided by the County of Monroe.