

# **LINN COUNTY CLASSIFICATION**

**TITLE: COMPENSATORY SERVICE COORDINATOR**

**NUMBER: 664**

**APPROVAL ORDER**

**PAY RANGE: 10**

**NUMBER: 2001-308**

**CATEGORY: DSA**

**DATE: June 26, 2001**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Develops community service contacts. Interviews and places with agencies, organizations, and Sheriff's work crews, those persons ordered by the Court into the supervision of the Sheriff's Programs Division. Coordinates special volunteer projects and supervises when necessary.

SUPERVISION RECEIVED: Works under the supervision of the Programs Division Lieutenant who assigns duties and regularly reviews work for effectiveness and proper procedure through observation, conference, and analysis of reports.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of this position.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Interview and place persons ordered by the Courts into the supervision of the Sheriff's Programs Division.
2. Maintain accurate program records for review, including statistical and reporting data. Assist in accepting and accounting of program fees.
3. Develop community service work sites. Inspect job sites whenever necessary.
4. Coordinate volunteer projects to meet client's needs.
5. Train other program personnel in the supervision of projects, if necessary.
6. Develop liaison with the community, State and Municipal Governments, Courts, Parole and Probation and the public, in regards to the maintenance of the community service programs.
7. Coordinate projects with the Programs Division Lieutenant.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:**

10. Other duties as assigned.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge and ability in interviewing persons for program placement. Some knowledge of the Court System and experience working with the Parole and Probation Division. Ability to express oneself, both orally and in writing; experience working with social service organizations/agencies with a knowledge of community resources; ability to work with several different types of agencies, courts, and offices; ability to work with offender population. Ability to perform effectively under stress. Ability to establish and maintain effective working relationships with staff, the general public and other governmental agencies. Ability to maintain confidentiality.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school or possession of the equivalent GED Certificate. Graduation from a two year college with an Associate Degree in related fields of social work, counseling or law enforcement may substitute for job experience. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

**NECESSARY SPECIAL QUALIFICATIONS:** Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Must pass a general physical examination and a comprehensive psychological examination. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must be Law Enforcement Data System (LEDS) Certified within one (1) year of appointment. Must possess and maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed primarily in an office setting with a requirement to move to, work in, and inspect job sites whenever necessary. The work requirements include the ability to see, talk and hear; sit and stand, walk, bend and stoop; drive a motor vehicle, use hands to finger, handle or operate objects or controls, and reach with hands and arms. Must be able to lift and carry up to thirty (30) pounds.