

POSITION DESCRIPTION

Class Title: Compliance Officer
Department: Sierra County Misdemeanor Compliance Program

FLSA – Non-Exempt
Job Type – Full-time

GENERAL PURPOSE:

Under general supervision of the DWI Program Coordinator performs safe and consistent case management of misdemeanor defendants who are court ordered to supervise probation.

SUPERVISION RECEIVED:

Performs duties under the general supervision and direction of the DWI Program Coordinator. The CCO shall report to the presiding Judge through appropriate chain-of-command on all court related issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) Observed drug testing on a random basis through urine analysis or saliva testing.
- 2) Serve as Case Manager to encourage and motivate referred defendants to comply fully with all court ordered sanctions. Refer defendants to community programs, such as substance abuse treatment, AA, employment programs, housing programs, parenting classes, DWI Schools, Interlock providers.
- 3) Maintain a caseload of defendants.
- 4) Document and track all defendant contact in the designated database.
- 5) Provide periodic defendant compliance and non-compliance reports to the courts, district attorney's office, and defense attorney's office.
- 6) Maintain a community service program with the county.
- 7) Testify in court
- 8) Report writing
- 9) Order and maintain drug testing supplies
- 10) Accept fees and document in accordance with County policy or protocol
- 11) Provide administrative support to the DWI Program

The above information of this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

MINIMUM QUALIFICATIONS:

1. Education and Experience

Preferred Associates degree in a criminal justice, education, counseling or another human services discipline. Relevant education may substitute for experience and relevant experience may substitute for education at the rate of 30 semester hours equating to one year full-time work experience.

2. Knowledge, Skills, and Abilities

- A. Must be dependable and be on time to work.
- B. Ability to understand and follow directions from multiple agencies.
- C. Ability to communicate in verbal and written English. Bilingual/English helpful, but not required
- D. Good writing skills
- E. Good phone and note taking skills
- F. Ability to file in alphabetically, and chronological order
- G. Ability to maintain confidentiality
- H. Prioritize workload
- I. Ability to work independently at times in a stressful environment.
- J. Computer literate, proficiency in Quick books, MS Word, WordPerfect, Excel, Internet, email and scheduling
- K. Ability to work in an atmosphere of frequent interruptions, priority changes and conflicting directives
- L. Familiarity with law enforcement, court system, and purchasing through local government

3. Requirements/Certifications/License

- A. Possess and maintain a valid Driver's License with no DWI's within the past 5 years.
- B. Must successfully pass pre-employment drug and physical tests
- C. Must be able to pass stringent background investigation and be free of any felony convictions

EQUIPMENT, TOOLS AND MATERIALS:

- 1. Equipment typically used; copier, personal computer, printers, fax, and scanner
- 2. Drug and alcohol test kits.
- 3. Personal Safety Equipment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- 1. Ability to interact with people of all ages, and background including homelessness, and substance abuse issues.
- 2. The employee is frequently required to stoop, bend and reach while performing duties.
- 3. The employee is occasionally required to sit for long periods of time.
- 4. Duties will require mobility both indoors and some outdoors.
- 5. Duties will require some local driving between the DWI Program building and the STEP building.

6. The employee is required to use hand to finger, handle, or operate objects or controls; reach with hands and arms and be able to hear and speak.
7. Employee must occasionally lift and/or move up to 20 pounds for short distances.
8. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS:

1. Work is performed in an office, court, jail, or detention facility and may be performed in a field setting. Most of the essential duties are performed indoors, in a temperature controlled environment, however, while working on special events employee may be required to be outdoors.
2. Work is performed in an often fast-paced and stressful work environment.
3. The employee may be exposed to hostile or violent situations that may arise when dealing with individuals involved or associated with court cases.
4. Frequent exposure to unpleasant situations in jails, and when interviewing defendants who are experiencing significant stress, are mentally unstable, hostile, intoxicated, or have infectious diseases.
5. The employee must be able to be on call, work overtime and flexible work hours including weekends and holidays.
6. The employee must regularly interact positively with co-workers, clients, and the public; work under severe time constraints and meet multiple demands from several people, agencies and organizations.
7. Travel to various location is required in the performance of duties.
8. May be exposed intermittently to loud voices.
9. Special events and activities may require occasional irregular working hours.
10. Interacts with clients, court personnel, law enforcement, and various other people within the community.
11. Employee will be exposed to a variety of health and hygiene conditions.

Approved and hired this _____ day of _____, _____ by

Human Resources Director

Department Head

Employee