

Community Services Officer



Position Description

Status

Regular Part-Time, 32 hours

Compensation

B21

Bargaining Unit

Non-bargaining

Reports to

Programs Sergeant

Supervises

none

Position Category

Specialist

Summary

Carries out the transportation and supervision of individuals sentenced to perform Community Service through the District or Circuit Court. Handles scheduling, enrolling, and maintain records on these individuals, Aids in the development and facilitation of other existing and future programs or services. Oversees Community Corrections functions.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs roll call of Community Service Workers at designated times and areas.
2. Collection and submittal of monies from workers and agencies.
3. Transports workers to and from agencies utilizing the community Service program.
4. Supervision of workers onsite.
5. Maintain calendar of worker and agency scheduling.
6. Documentation of incidents that are outside the normal scope of operation.
7. Train and guide workers on the proper use of tools and safety equipment on the work site.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in various indoor and outdoor settings where the employee will deal with current inmates; will be required to work outside in all types of weather; must be able to drive a vehicle and occasionally pull a trailer; exposure to a variety of foul odors; exposure to contact with the bodily fluid of others.

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.

While performing the duties of this job, the employee must have the ability to take and pass the agency annual physical fitness test as outlined by MCOLES; ability to physically restrain assaultive persons; lift, carry, and otherwise assist injured persons; climb stairs, ladders, fences, and other obstacles; walk and run overall types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

Travel

Travel is required throughout the County.

Required Education and Experience

1. High School Diploma or equivalent (G.E.D.).
2. MCOLES, MLEOTC, OR MDOC certification.
3. One (1) year of experience in law enforcement or corrections.
4. Valid Michigan Driver's License.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____