

**ALTERNATIVE SENTENCING SPECIALIST I
ALTERNATIVE SENTENCING SPECIALIST II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Provides assessments, evaluations, program coordination, case management, drug testing and educational instruction for clients in Alternative Sentencing programs.

DISTINGUISHING CHARACTERISTICS

Alternative Sentencing Specialist I -This is the first class in the Alternative Sentencing Specialist series. This class is distinguished from Alternative Sentencing Specialist II by the performance of the more routine tasks and duties, and may not have all required certifications and licenses.

Alternative Sentencing Specialist II -This is the second class within the Alternative Sentencing Specialist series. Employees within this class are distinguished from the Alternative Sentencing Specialist I by the performance of the full range of complex duties as assigned. Employees at this level have met the Nevada requirements for certification or licensure, as required by state laws and regulations. Employees receive only occasional instruction or assistance as new or unique situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from level I, or when filled from the outside, selected candidates meet all the minimum qualifications.

SUPERVISION RECEIVED AND EXERCISED

Alternative Sentencing Specialist I

Receives general supervision from the Alternative Sentencing Supervisor.

Alternative Sentencing Specialist II

Receives direction from the Alternative Sentencing Supervisor.

May exercise functional and technical supervision over lower level staff.

CITY OF LAS VEGAS
Alternative Sentencing Specialist I/II (continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Plans, directs, teaches and instructs individual and group sessions for clients in areas which may include domestic violence, driving under the influence, petit larceny, impulse control and substance abuse.
2. Evaluates clients through observation and direct contact using the current revision of the *Diagnostic and Statistical Manual of Psychiatric Disorders* and other resources and necessary diagnostic tools.
3. Conducts and assists in domestic violence and substance abuse individual and group sessions, in accordance with state and federal regulation.
4. Assists with evaluating and improving court programs, class curriculum, and client services, and developing new programs.
5. Prepares materials and equipment required for classes and sessions.
6. Reviews court-mandated conditions of program participation with clients and provides individual case monitoring to assure understanding and compliance with court-ordered programs; communicates with clients, providers and collateral to ensure compliance.
7. Assesses clients' needs and provides referrals to community providers and social service agencies.
8. Coordinates job-related activities with professional colleagues.
9. Attends court sessions; submits written and oral reports and issues affidavits regarding client compliance and progress with court-ordered sentencing requirements.
10. Collects and provides client information in accordance with established state and federal requirements for confidentiality; and maintains case files regularly.
11. Maintains a variety of automated and manual records and files; provides operational information and statistical data for management use.
12. Administers drug and alcohol tests; distributes the results to the appropriate parties.
13. Responds to inquiries from clients and the public in a confidential and courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
14. Attends and participates in group meetings with peers. Stays abreast of new trends, programs and innovations
15. Attends professional training; maintains required licensings and certifications.

CITY OF LAS VEGAS
Alternative Sentencing Specialist I/II (continued)

When assigned to Alternative Sentencing Specialty Courts:

1. Attends weekly meetings with specialty court team, which may include the judge, prosecutor, public defender, defense attorney and community treatment provider, to discuss the progress of the clients.
2. ~~May~~ Participates in developing, writing and implementing policies and procedures for new programs and program components associated with specialty courts; facilitates quarterly meetings to assess program needs; and provides recommendations to the judge, specialty court team and court management on program design, progress and operating practices.
3. Attends and participates in meetings with judges and various community partners and providers; assists with evaluating community programs and services; acts as a liaison with community partners to ensure program integrity and compliance.
4. Participates in grant research and writing; maintains record keeping requirements as stated in grant; assists with tracking and reporting when needed; ensures compliance with appropriate funding requirements.
5. Participates with judges in community events and public speaking engagements to increase visibility and support for assigned program.

Marginal Functions:

1. May be required to interpret and translate for clients if able.
2. Performs other duties and responsibilities as assigned.

QUALIFICATIONS

Alternative Sentencing Specialist I

Knowledge of:

Basic current individual and group counseling methods and techniques.

Basic interviewing techniques.

Basic working knowledge of information contained within the current revision of the *Diagnostic and Statistical Manual of Psychiatric Disorders*.

Principles and procedures of record keeping and case management.

English usage, spelling, grammar and punctuation.

Skills in:

Interacting effectively with diverse population.

Leading classes and individual and group sessions.

Learning, applying and writing policies and procedures related to Alternative Sentencing programs.

CITY OF LAS VEGAS
Alternative Sentencing Specialist I/II (continued)

Skills in:

Learning the operations and practices of the Nevada criminal justice system and the Las Vegas Municipal Court.

Interpreting, explaining and enforcing department policies and procedures.

Working independently with minimal supervision.

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Learning to use initiative and independent judgment within established guidelines.

Public speaking.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships within the work environment.

Experience and Training Requirements

Experience:

Three years of counseling, criminal justice counseling, substance abuse counseling, psychology, social services, social work, marriage and family therapy or closely related experience.

Training:

A Bachelor's degree from an accredited college or university with major course work in one of the following or closely related fields:

Addictions

Counseling

Counseling and Education

Criminal Justice with a minor in counseling, social work, addictions or psychology

Education with a major or minor in addictions, counseling, social work or psychology

Marriage and Family Therapy

Psychology

Social work

Sociology

May substitute a combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Must obtain applicable level of NCIC/NCJIS certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

As a condition of continued employment, must possess and continually maintain certification or license as an Alcohol and Drug Abuse Counselor from the Nevada Board of Examiners for Alcohol and Drug Abuse Counselors within 3 years of the date of appointment.

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Alternative Sentencing Specialist I/II (continued)

When assigned to Domestic Violence Programs: Must be an approved Domestic Violence Treatment Provider by the State of Nevada, Office of the Attorney General, Batterers Treatment Certification Committee within 18 months of the date of appointment.

Alternative Sentencing Specialist II

In addition to the qualifications for Alternative Sentencing Specialist I:

Knowledge of:

Intermediate current individual and group counseling methods and techniques.
Operations and practices of the Nevada criminal justice system and the Las Vegas Municipal Court.
Advanced interviewing techniques.
Advanced case management techniques.
Techniques of program design and evaluation, such as recidivism studies.

Skills in:

Independently performing difficult counseling responsibilities.
Interpreting, explaining and enforcing department policies and procedures.
Interacting effectively with clients with a variety of social problems.
Interpreting policies and procedures related to Alternative Sentencing programs.
Working independently with limited direct supervision.

Experience and Training Requirements

Experience:

Five years of increasingly responsible experience in counseling, criminal justice counseling, addictions counseling, psychology, social services, social work, marriage and family therapy or a closely related area.

Training:

Master's degree (no substitutions) from an accredited college or university with a major in one of the following or related fields:

- Addictions
- Counseling
- Counseling and Education
- Criminal Justice with a minor in counseling, social work, addictions or psychology
- Education with a major or minor in addictions, social work, counseling or psychology
- Marriage and Family Therapy
- Psychology
- Social work
- Sociology

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Alternative Sentencing Specialist I/II (continued)

License or Certificate

Employees at this level have met the requirements for certification or licensure for the program(s) to which they are assigned, as required by state laws and regulations.

When assigned to Specialty Court Programs: Possession and maintenance of certification or license as an Alcohol and Drug Abuse Counselor from the Nevada Board of Examiners for Alcohol and Drug Abuse Counselors on the date of application.

Must obtain applicable level of NCIC/NCJIS certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

When assigned to Domestic Violence Programs: Must be an approved Domestic Violence Treatment Provider by the State of Nevada, Office of the Attorney General, Batterers Treatment Certification Committee on the date of application.

WORKING CONDITIONS

Environmental Conditions:

Location: Office, classroom and courtroom environment; travel from site to site.

Hazards: Exposure to computer screens; may be exposed to hostile environment and individuals. Exposure to hazardous material when conducting drug testing.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time;*
- *Light lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining cognitive functioning which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SB/ARB

REV 8/916/12

FLSA: exempt; City: nonexempt

CSB 8/22/12