



ALTERNATIVE SENTENCING AND PROBATION INTERN JUDICIAL OPERATIONS BUREAU

GENERAL DESCRIPTION

Under the supervision of the Bureau designee, the Intern will provide specific functions related to assigned location of internship. The Intern can expect an increasing amount of responsibility related to internship, while gaining professional work experience and first hand involvement with services that support the law enforcement community. The Intern observes and learns as the Alternative Sentencing Specialist and Probation Specialist carry out the following:

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Monitors progress/compliance through regular meetings, field supervision, phone contact, database searches for new charges/violations and documenting progress as required by the court order;
- Exercises judgement in determining program eligibility for pre-trial and sentenced offenders; prepares risk assessment report for all program participants;
- Provides information and assistance pertaining to program placement; refers program participants to appropriate treatment programs and other social services;
- Generates reports, warrants, revocations, and other required legal documents to city agencies, county agencies, and non-profit organizations;
- Conducts a needs assessment using court validated software to identify the criminogenic needs of defendants and develops/modifies a case plan to assist the defendant in addressing those needs;
- Monitors exclusion zones for accuracy and offender compliance;
- Act as a liaison by and between Alternative Sentencing and Alcohol Monitoring Systems ("AMS,") 3M, State Attorney, Public Defender, Classification, Inmate Records, Probation, Northpoint/COMPAS, Trinity Services, Judiciary;
- Monitors court proceedings in person or remotely via closed circuit television;
- Maintains electronic monitoring equipment;
- Prepares and maintains accurate and complete case notes for all defendant appointments, monies paid, observations of clients' behavior and pertinent information about defendant, outlines the procedures taken and the information explained during the course of probation;
- Participates in Sheriff's Office recruitment and community relations activities as directed.



QUALIFICATIONS

- Currently enrolled in bachelor's or master's level program
- Minimum 2.5 G.P.A.
- Minimum 18 years of age
- Must have a valid driver's license
- Strong writing and interpersonal skills
- Excellent computer skills
- Ability to work independently or part of a team
- Flexibility and ability to multi-task

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Interns in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 1 hours per day
- Walk up to 1 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, reach, or twist

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.