

## JOB ANNOUNCEMENT

<b>Job Title:</b> Court Referral Officer	<b>Hours of Availability:</b> Monday-Friday 8am-5:00pm
<b>Closing Date:</b> Until Filled	<b>Position Announcement:</b> ASB07-22-09
<b>Work Location:</b> Lee County, AL	
<b>Division/Department:</b> Lee County Alternative Sentencing Board	
<b>Reports to:</b> Alternative Sentencing Board Director	
<input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b>	<b>Pay Range:</b> \$38,000.00 - \$43,000.00

**JOB SUMMARY:** This position assists the Court in the provision of social services and substance abuse rehabilitation programs to defendants.

### ESSENTIAL JOB FUNCTIONS:

- Attends court proceedings; monitors and supervises defendants from District Court, Circuit Court, Family Court and Municipal Court.
- Evaluates and places defendants in appropriate alcohol or drug programs for assessment and treatment according to the Judge's orders; administers and observes substance abuse tests.
- Supervises probationers to ensure they comply with all court orders.
- Provides detailed information, guidance, and counseling to probationers daily by maintaining detailed case management records and appropriate confidentiality.
- Schedules monthly supervision, monitoring, and evaluation of defendants.
- Prepares clear and concise detailed written reports for non-compliant defendants; makes recommendations to Judges and court personnel.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Performs other related duties as assigned by the Director of the Alternative Sentencing Board.

### MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university recognized by the U.S. Department of Education with major course work in counseling, public administration, social work, business administration, criminal justice, or a related field.
- Two years' work experience in alcoholism, drug-abuse, law enforcement, counseling, or a related field; a master's degree in a related field may be substituted for work experience.
- Must be eligible to obtain and maintain certification as a Court Referral Officer in accordance with the policies and procedures of the State of Alabama.
- Must have knowledge of the principles of social work as related to criminal defendants.
- Must understand court operations of the Alabama Unified Judicial System.
- Must have the ability to operate various computer equipment and job-related software programs.
- Must possess exceptional oral and written communication skills.
- Must have the desire and ability to work independently as well as in a collaborative team-based environment.
- Must have a demonstrated ability to work successfully with diverse clientele, possess superior interpersonal skills, display professionalism in all situations and be proficient in conflict resolution.
- Must have the ability to thrive in complex, dynamic, demanding environment, and to manage competing priorities.

### DESIRED QUALIFICATIONS:

- Current certification (or provisional certification) as a Court Referral Officer.
- Bilingual preferred; at a minimum, the ability to understand and to make oneself understood to all Spanish speaking individuals.
- Knowledge of alcohol and drug additions and treatment programs.

Applicants should submit cover letters and resumes to Jessica Crutchfield, Alternative Sentencing Board Director, at the Lee County Justice Center. (2311 Gateway Drive, Opelika, Alabama 36801) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also email cover letters and resumes to [jcrutchfield@leeco.us](mailto:jcrutchfield@leeco.us). Previous applicants should reapply.

For more information visit: [www.leeco.us](http://www.leeco.us).

*Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).*