

HOUSE ARREST SPECIALIST

DEFINITION OF WORK

Under general direction, the purpose of the position is to perform administrative duties in support of the County Criminal Justice System. As House Arrest Specialist, employees prepare and maintain records and schedules and complete client interviews. Positions are responsible for the daily supervision of Electronic House Arrest (EHA) clients and maintaining client files. Work may include responsibility for preparation and maintenance of EHA equipment; completing interviews, affidavits, appointment orders, etc.; preparing file folders; maintaining client files; verifying appointments; preparing client schedules; notifying monitoring company; entering client data in to database; maintaining various databases; making copies of letters, reports, legal paperwork, bonds, etc.; and retrieving inmates from Detention Center to present to Magistrate. Most work in progress is performed independently. Employees are reviewed through monthly report listing number and type of affidavits, and discussions with the immediate supervisor and the Criminal Justice Support System Director. Work may include other duties as assigned.

EXAMPLES OF WORK

Work assignments may include: preparing daily court paperwork (Jail 1st appearance affidavits, jail affidavits and non-jail affidavits), and Jail affidavits; for the court at the Cumberland County Detention Center collecting case details from the County Sheriff's Office Detective Division, City of Fayetteville Police Department, and other agencies on clients that are being interviewed for the program; performing criminal background check (i.e., local and national checks) on clients; verifying family information, and contact family for pre-approval of living arrangements and to explain program; preparing necessary paperwork such as Release Order, Contract, and Appearance Bond to go before the magistrate with the client to be released on the program; performing assessment of the home, and set-up conducting home visits and verifying work and school schedules, answering phone daily for clients that are required to report and to assist the public. Employees may review electronic monitoring clients' daily activity to include their whereabouts at any given time, and enter client data upon entry into program; preparing drug testing paperwork; preparing Order for Arrest when clients violate the program, while serving on-call; and preparing daily affidavits at the Cumberland County Detention Center for the court system.

EMPLOYMENT STANDARDS

Education and Experience:

Associate's degree with course work emphasis in Public Justice, Business Administration or Criminal Justice; supplemented by two years of experience and/or training in supervising clients involved with the Criminal Justice System and maintaining client records and schedules; or an equivalent combination of education, training, and experience.

Knowledge, Skills, and Abilities:

Work requires considerable knowledge of: the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of House Arrest Specialist; principles and practices of supervising EHA clients and maintaining records and files for the Justice Unit; and of the laws, ordinances, standards, and regulations pertaining to the essential duties and

responsibilities of the position. Employees must have a working knowledge of the organization of the department, and of related departments and agencies; clearly understand the occupational hazards and safety precautions required to perform the essential functions of the work; a working knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities; know how to establish and maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.

SPECIAL REQUIREMENTS

Requires DCI Operator certification. Requires Notary Public license. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Tasks may risk exposure to disease and violence.

PHYSICAL REQUIREMENTS

Employee must be able to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Requires dexterity and ability to perform simple movements requiring moderate coordination. Some tasks require the ability to perceive and discriminate sound, odor, visual perception and discrimination and oral communication.