



COUNTY OF NORTHAMPTON
EASTON, PA
Job Description

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Job Description # 754

COMMUNITY CORRECTIONS FIELD OFFICER

DEFINITION

Under direction, has responsibility for the oversight of the employment status for those individuals placed in the Northampton County Community Corrections Program; does related work as required.

SUPERVISION RECEIVED

This position reports directly to the Deputy Warden of Community Corrections and/or Community Corrections Coordinator, or designee.

SUPERVISION¹ EXERCISED

This position exercises no supervision of other employees.

ESSENTIAL DUTIES OF THE POSITION:

NOTE: An employee assigned to this title shall perform a majority, but may not perform all, of the duties listed in this job description. Conversely, minor level duties performed on the job may not be listed.

Provides initial and ongoing assessment of individuals who are participants of the Community Corrections Program. Orients new residents to the rules and regulations of the Community Corrections facility.

Oversees residents daily activities to ensure a positive and productive reintegration into society.

Coordinates resident(s) work schedules in regard to employment, counseling, and Court hearings (within the guidelines of the Department of Corrections).

Performs employment site analysis to ensure attendance and resident(s) progress.

Identifies and resolves any problems/issues. Reviews and verifies work schedules, hours and facility logs to assure that release is proper and in order. Reviews job search submissions and verifies attendance at interviews.

Installs and maintains house arrest equipment; monitors house arrest extended furlough participants to ensure compliance with the Community Corrections program.

Interviews community service and furlough sponsors on program requirements and their responsibilities; maintains records of each program participant.

¹ Supervision is defined as having the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, evaluate performance, reward or discipline other employees or responsibility to direct them or adjust their grievances; or to a substantial degree effectively recommend such action, if in connection with the foregoing, the exercise of such authority is not merely routine or clerical in nature but calls for the use of independent judgment.



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COMMUNITY CORRECTIONS FIELD OFFICER

Prepares court orders and parole summary reports.

Coordinates and schedules counseling services as needed with various agencies.

Attends court proceedings, including preliminary hearings for pending escape charges.

Works closely with state and local agencies regarding inmate status relating to probation and parole.

Maintains records and submits reports of same; reviews such information and recommends when applicable, the return of program participants to prison custody and/or the temporary or permanent withdrawal of privileges due to infractions, loss of employment, or other circumstances incompatible with the community corrections program.

Attends meetings and maintains files and records as assigned.

Performs other related duties as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

REQUIREMENTS:

A. EDUCATION: A bachelor's degree with major course work in Social Service or Criminal Justice. (NOTE: Full time experience as indicated below may be substituted for the education requirement on a year-for-year basis.)

B. EXPERIENCE: Five (5) years of full time experience in corrections or criminal justice, which includes at least three (3) years of full time experience in direct supervision of inmates.

C. CERTIFICATION/LICENSE: Must maintain annual certifications in First Aid, CPR (Cardio Pulmonary Resuscitation) and AED (Automated External Defibrillation), and any other required certification/license. Completion of a State approved Corrections Academy is preferred.

Employees assigned to this title will be required to possess and maintain a valid and current motor vehicle operator's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

D. ON-CALL REQUIREMENT: Community Corrections Field Officers are required to be on-call on a rotating basis, and must be available via cell phone as needed.

E. Spanish Speaking preferred, but not required.



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F. KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of social service goals and objectives employed in corrections work.

Knowledge and understanding of criminal behavior.

Ability to learn the practices, policies and procedures as promulgated by the Northampton County Department of Corrections Community Corrections facility, furlough, house arrest (including electronic monitoring) and related programs.

Ability to establish and maintain effective working relationships with associates, employers, Judges, parole officers, and residents and their family members.

Ability to apprehend program violators, if required by work assignment.

Ability to operate a personal computer in order to enter information, and secure information from, established computer programs if required by work assignment.

Ability to establish and maintain records of activities and to prepare reports from same.

Ability to collect urine/saliva samples from residents for testing purposes.

Ability to testify in judicial and administrative proceedings to activities and findings.

Ability to work independently with minimal supervision.

Ability to clearly demonstrate sound writing and communication skills.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

TOOLS AND EQUIPMENT:

Personal computer (with proficiency in jail management software and Microsoft applications), telephone, cell phone, calculator, portable radio, copy machine, fax machine, first aid equipment, OC/pepper spray, and handcuffs.



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COMMUNITY CORRECTIONS FIELD OFFICER

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally is exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

FLSA STATUS: FLSA NON-EXEMPT
DESIGNATION: Career Service
PAY GRADE: RU-23
UNION STATUS: AFSCME RESIDUAL

INCUMBENT'S ACKNOWLEDGEMENT: My signature below acknowledges that I have received a copy of my job description and that I understand that it is my responsibility to perform the duties of the position.

Employee's Signature

Date

Print Employee's Name: _____

This signed copy shall become part of the employee's permanent personnel file.