

## SENTENCING TO SERVICE CREW LEADER

### KIND OF WORK

Para-professional work supervising and coordinating a Sentence To Serve (STS) work crew, planning and scheduling work projects, and preparing reports and correspondence.

### NATURE AND PURPOSE

Under limited supervision/procedural control, performs program support work requiring the coordination of work projects and offenders, court ordered to do community service work under the Sentence To Serve Program.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs and trains court ordered clients, interns, and/or volunteers to complete assigned projects to fulfill court ordered obligations; to ensure effectiveness and safety in project completion and maintain crew discipline.

Maintains records of court ordered clients, work projects, client files, and equipment inventory to document completion of required hours, work performance and accidents; and to ensure implementation, completion, and evaluation of projects.

Plans and organizes activities to complete projects in an effective, safe, and timely manner; and ensure client's completion of sentence.

Operates, maintains, and trains others in equipment and vehicle operation in order to complete assigned projects in a safe and efficient manner.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Construction and groundskeeping techniques and practices sufficient to supervise work crews on specific environmental projects.

Safe working practices and procedures, including First Aid.

Laws, rules, regulations, and procedures involving the criminal justice system.

Recordkeeping and administrative report preparation procedures sufficient to compile records and reports which are in compliance with directives.

Sentencing To Service Crew Leader

Class Specification

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Ability to:

Interact with superiors, clientele, crew members, and court officers to gain their support and to establish working relationships.

Coordinate the activities necessary to arrange work projects, priorities, tools, and equipment.

Apply management practices, techniques, and methodologies to assign activities.

Identify and interpret program requirements, policies, and regulations to provide guidance and advice.

Organize and present facts and opinions orally and in writing.

Est.: 10/89

Rev.:

T.C.: 4/19/94, 3/13/91

Former Title(s): Sentence to Service Crew Leader