VA C A N C Y    A N N O U N C E M E N T

POSITION: RISK ASSESSMENT SPECIALIST
(Grant-funded – 1 year with potential of renewal)

DEPARTMENT: OFFICE OF DISTRICT ATTORNEY

SALARY: $19.86-$28.23/HR.

POSITION PURPOSE: PROVIDES OFFENDER ANALYSIS AND RECOMMENDATIONS TO THE DIVERSION PROGRAMS WITHIN THE WINNEBAGO COUNTY DISTRICT ATTORNEY’S OFFICE

POSITION IN ORGANIZATION: REPORTS TO SUPPORT SERVICES SUPERVISOR

MAJOR DUTIES:
1. Interviews and assesses offenders using various evidence-based risk assessment tools, primarily COMPAS and PROXY, and reports results and findings.
2. Interprets and evaluates assessment results in order to recommend appropriate treatment plans for offenders.
3. Verifies offenders’ information through state and local law enforcement agencies to ensure proper interpretation of assessment results.
4. Collects and analyzes data for reports and presentations.
5. Provides assistance with case management to prosecutors and Drug Diversion Program staff, including drafting documentation for criminal prosecution, and meet with offenders and other relevant persons.
6. Prepares, distributes and files documents with courts and other entities as required or directed.
7. Prepares confidential correspondence.
8. Testifies in court as required.
9. Participates in committees and task forces as assigned.
10. Maintains skill and competence levels as policies and regulations change by attending appropriate meetings and by participating in continuing training as needed.
11. Plans and organizes own work to achieve program objectives.
12. Performs related duties as assigned.

PRINCIPAL ACCOUNTABILITIES
1. Ensures that duties are provided in an efficient and timely manner.
2. Ensures that all office procedures, policies, rules, and priorities, including confidentiality of case materials are maintained and observed at all times.
3. Ensures prompt and courteous assistance.

GENERAL QUALIFICATIONS
1. Associate’s Degree plus two years in social services or criminal justice field required, with experience in the independent evaluation and interpretation of data. Bachelor’s Degree in social services or criminal justice field preferred.
2. Possession of thorough knowledge of office terminology, practices, procedures, and equipment.
3. Ability to use and learn various computer software applications.
4. Ability to file information properly and consistently.
5. Ability to operate common office machines and equipment.
6. Demonstrated excellence in written and oral communication.
7. Working knowledge of goal-oriented counseling and motivational interviewing techniques.
8. Working knowledge of the AODA population, their needs, treatment and available services.
9. Ability to plan, organize and perform duties, including case management, with little direct supervision.
10. Training and experience conducting motivational interviews preferred.
11. Possession of good organizational skills and considerable ability to multitask.
12. Considerable ability to maintain strict discretion and confidentiality of information, as well as the identities of certain persons and roles, and other operational matters.
13. Ability to establish and maintain effective working relationships with coworkers and other people.
14. Ability to deal effectively and cordially with the public.
15. Ability to make decisions in accordance with rules of ethics, laws, and court procedures.
16. Training and practical exposure to AODA populations and their needs.

MICHAEL J. COLLARD
Director of Human Resources
Winnebago County Courthouse
September 2013

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for Departmental Transfer/Position Change form. Other parties interested in applying for this position will need to complete the Winnebago County Application for Employment. The deadline to apply is September