

Code: 3149

Title: ADULT DIVERSION SPECIALIST-COUNTY ATTORNEY

SUMMARY: Provides counseling and guidance to defendants in a pre-trial prosecution alternative action program in the criminal justice system.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Client Services:

Interviews defendants to determine which treatment and/or counseling services the client requires;
Assures all appropriate contracts and paperwork are completed and signed by defendants and appropriate data is maintained in database;
Develops and implements a treatment plan for defendants that both holds them accountable and provides them with any training and skills to assist with their rehabilitation;
Assigns appropriate community service hours to defendants;
Determines restitution amounts and assures that defendants pay what they owe their victim(s);
Assists defendants with obtaining community services;
Meets with defendants on a regular basis to monitor their progress in the program;
Holds defendants accountable for fulfilling program requirements;
Evaluates the defendants' performance in the program;
Coordinates with public and private treatment and counseling agencies to ensure effective referrals.

Communications and Training:

Develops and maintains sound working relationships with assigned providers;
Conducts training sessions with staff, providers and interested community and professional groups;
Delivers presentations to outside agencies and community groups on the adult diversion program and processes;
Participates in staff meetings and ongoing training.

KNOWLEDGE & SKILLS:

Knowledge of:

- available community resources for placement purposes;
- principles and techniques of interviewing and case management;
- legal documents, terminology and procedures;
- criminal justice procedures;
- federal and state laws, rules and regulations applicable to adult diversion;
- departmental policies and procedures.

Skill in:

- working with individuals from various ethnic and socio-economic backgrounds;
- assessing client needs;
- database maintenance;
- preparing reports and maintaining case documentation;
- establishing and maintaining effective working relationships;
- training and coordinating the work of others;
- communicating effectively.

MINIMUM QUALIFICATIONS:

An Associate's degree from an accredited college or university with a major in social or behavioral science, criminal justice or closely related field as defined by the appointing authority and two years experience in criminal justice, or a related field as defined by the appointing authority.

(Additional relevant education from an accredited college or university or experience may be substituted

for any or all of the aforementioned education or experience)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Arizona driver's license with appropriate endorsement(s). Some positions may require bilingual incumbents (English/Spanish).

Special Notice Items: All applicants must pass a criminal history background investigation prior to appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

10/03/06(cs)
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