



First Offender Program Director

The District Attorney's office is currently hiring a First Offender Program Director to oversee and direct the First Offender Program for the Jefferson County District Attorney's Office.

With excellent attention to detail and customer services skills, you will be successful in this role by completing the below key tasks and responsibilities:

- Reviews criminal cases referred to First Offender Program by the District Attorney or Assistant District Attorney.
- Determines whether defendant meets eligibility requirements, such as no prior convictions (excepting traffic violations). Conducts background checks; consults with District Attorney, Assistant District Attorneys, and Defense Attorneys to determine whether prospective participant is a good fit for program participation.
- Communicates program expectations with all prospective participants, including fees for participating, restitution costs, any subpoena fees.
- Conducts screenings and assessments of all prospective participants. Collects information about prospective participant to include work history, education history, employment history, financial history, prior criminal record, family's legal/ criminal background, victimization history of defendant and family, past and current health problems, medications, drug and alcohol abuse, current counseling, use of community services, mental health issues, leisure activities, family history, and domestic violence questionnaire (if applicable).
- Develops participant contract and conditions, communicates and educates participant about conditions, and determines services, treatment, and reporting conditions.
- Variety of other tasks necessary

Starting wage: \$22.74/hour - \$26.00/hour commensurate with experience Hours: 40 hours/week

Benefits: eligible for our excellent benefit package with details at the below link

https://www.jeffersoncountywisc.gov/departments/human_resources/pay_and_benefit_information.php

Qualifications Needed:

- Three years related experience and/or training; or associate's degree and one year experience; or an equivalent combination of education and experience. High school diploma or equivalent required.

Qualifications Preferred:

- Four years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience.

Applications will be accepted until position is filled.

Application and position details are available at www.jeffersoncountywisc.gov or
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

Jefferson County is an Equal Opportunity Employer