

**Jefferson County  
Position Description**

**Name:** \_\_\_\_\_ **Department:** District Attorney

**Position Title:** First Offender Program Director **Pay Grade:** 5 **FLSA:** Non-exempt

**Date:** March 2023 **Reports To:** Office Manager

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**Purpose of Position**

The purpose of this position is to oversee and direct the First Offender Program for the Jefferson County District Attorney's Office. The First Offender Program is designed to be an alternative to processing cases through the court system while holding the offender accountable for his or her actions. Participants in the First Offender Program pay a fee for the program.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 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.
- Monitors participant's monthly contact with this office, including compliance with attending classes, making restitution, and undergoing appropriate treatment or counseling, working with doctors, teachers, therapists and other parties.
- Prepares necessary paperwork for the Court.
- Evaluates options with participant when issues arise.
- Communicates with District Attorney or Assistant District Attorney about participant's progress.
- Monitors First Offender Program participants with Deferred Prosecution Agreements.
- Gathers and compiles statistical information about program, participants, and outcomes on a weekly, monthly, quarterly, and annual basis.

- Complies with County HIPAA Policies and Procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned.
- Demonstrates dependable attendance.

#### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

None.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

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.

#### **Preferred Training and Experience Required to Perform Essential Job Functions**

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.

#### **Other Requirements – Certificates/Licensures**

Valid driver's license.

#### **Knowledge, Skills, Abilities**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to maintain confidentiality.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out one's duties.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work effectively with individuals and families in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Ability to write routine reports and correspondence.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Knowledge of Federal and State civil and criminal laws and regulations applicable to agreements, including record retention and privacy issues.

- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in prioritizing workload, developing action plans and meeting deadlines.

**Supervision**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date