



First Offender Program Director.

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

ABOUT DISTRICT ATTORNEYS' OFFICE OF JEFFERSON COUNTY

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.

WHAT YOU WILL DO

This position oversees and directs the First Offender Program for the Jefferson County District Attorney's Office. This program is designed to be an alternative to processing cases through the court system while holding the offender accountable for his/her actions.

SOME ESSENTIAL RESPONSIBILITIES

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

- Determine services, treatments, or conditions that apply to the participant and then construct a participant contract.
- Monitor compliance of this contract regarding the participant's progress with attending classes, making restitution, undergoing treatment/counseling, working with doctors, teachers, therapists and other parties.
- You will prepare necessary court paperwork, evaluate options with the participant when issues arise.
- You'll be communicating with the prosecutor in the District Attorney's Office about the participant's progress.
- Monitor and review of Deferred Prosecution Agreements.
- Compile statistical information about the First Offender Program, its participants and outcomes on a monthly and annual basis.

Requirements:

- 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 Requirements:

- 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.

Wage & Benefits

\$21.85 - \$28.11/ hour based on candidate's successful experience and qualification.

Jefferson County offers an excellent, comprehensive benefits package. [Click Here for 2024 Jefferson County Benefits](#)

Benefit Highlights

- *2 weeks paid vacation* Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance*
- * Life insurance* Wisconsin Retirement System* Health Savings Account * Differed Compensation Program*
- *Group Life insurance *

Employees at Jefferson County Value

- *Competitive Pay* Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at jeffersoncountywi.gov. Interested applicants should submit a cover letter and resume in addition to the online Jefferson County application.

Jefferson County is an Equal Opportunity Employer