

DIVERSION OFFICER

Nature of Work

Under the general supervision of the County Attorney, administers the Diversion Program and provides supervision and guidance to defendants who are in the Program; administers the Bad Check Program.

Typical Duties

Administers the Diversion Program, interviews candidates and outlines details of the diversion contract; meets with individuals assigned to the diversion program and obtains taped statements with regard to the crime(s) that were committed; collects urine samples; completes monthly and quarterly reports with regard to program services; implements a treatment plan for defendants that assists with their rehabilitation; coordinates treatment and counseling services for defendants; assigns appropriate community service hours; assures that defendants pay restitution to victims; collects monthly diversion payments from defendants; holds defendants accountable for fulfilling the diversion requirements.

Administers the Bad Check Program as outlined in the program handbook and testifies in court proceedings.

Required Knowledge and Skills

Knowledge of Arizona State Statutes and ordinances specific to Graham County; knowledge of civil and criminal documents and records management principles; knowledge of the criminal justice procedures and terminology; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare reports, including financial records and reports; ability to develop and maintain effective working relationships with other County Staff, related agencies and the general public; ability to testify effectively in court; ability to operate available computer equipment and software.

Minimum Qualifications

An Associate's degree from an accredited college or university with an emphasis in social or behavioral science, criminal justice or a closely related field and two years of 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). Possession of a valid Arizona driver's license, with a history of safe driving and the ability to maintain a safe driving record; ability to meet the physical requirements of the position.