

# NOTICE OF JOB OPENING

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## GRANT POSITION

<b>Posting Begins</b>	June 17, 2021	<b>Posting Ends</b>	October 27, 2021
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<b>Position Title</b>	<b>INTENSIVE SUPERVISION OFFICER I</b>
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<b>Department</b>	Community Corrections	<b>Division</b>	Adult Services -Drug Court
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	812 N. 7th St.
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**BRIEF JOB DESCRIPTION:** This position will be responsible to supervise adult felons placed on Drug Court probation within Community Corrections; prepare weekly court reports, court recommendations and attend court weekly to provide testimony on participants' progress. Required to monitor and verify participant compliance with court orders, treatment, UA's and pro-social behavior within the community. Work closely with participants and providers to address identified areas of risk/need in an effort to reduce recidivism and promote recovery; adhering to the key components and best practices of the drug court model. Responsibilities also include monitoring compliance of court orders and requirements; maintains accurate and current information on T.O.A.D.S. system; monitor and verifies compliance with program plans via direct & collateral contacts. Schedules hearings, files warrants, and provides court testimony; conduct field work & UA/BA collection as needed. Maintains communication & working relationship with local law enforcements officials, community resources, social service agencies, supervisors, coworkers, and others who may assist in coordinating probation interventions. Adhere to the principles of offender risk reduction, attend case staffing, team meetings, and trainings; other duties as assigned.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in corrections, criminal justice, or a social science or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those cited above. Preferred skills would include experience working with the offender population; knowledgeable of the risk reduction principles and case management; able to communicate effectively, verbally & in writing; able to develop goals and a relative plan of action for goal accomplishment; able to exercise good judgment; demonstrated ability to interact and work effectively with others; flexible; able to manage time & perform multiple tasks simultaneously; able to input data into information system (TOADS) quickly & efficiently; able to problem solve & make sound decisions; accountable for outcome results; self-motivated & focused, ethical and professional. Provide accurate and ethical testimony in court. Must pass background check, MMPI, and CVSA Truth Verification test.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

<b>Salary Range</b>	\$18.32-23.94/hr.	<b>PI #</b>	6103, 6153	<b>Class. Code</b>	5310
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**Extend 10/14/2021**

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.  
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY  
EOE**