



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Post Baccalaureate Fellow	DEPARTMENT: Blue Ridge Court Services
IMMEDIATE SUPERVISOR: Director and Assistant Director	GRADE/RANK: Part-time
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Each spring Blue Ridge Court Services offers a paid one-year post baccalaureate fellowship to a recent college graduate with a major in psychology, sociology, social work or criminal justice who is interested in an intensive learning experience to become a part of our twelve-member team. This fellowship begins in late spring/early summer and lasts one year. It will provide the background, knowledge and skills to be a highly competitive candidate for job opportunities in Virginia's 37 community corrections agencies, 42 state probation and parole districts and Federal Probation and Pretrial Offices. This position's primary responsibility will be as the coordinator of the re-entry services program and will also spend six weeks working in each of our agency's eight program areas:

1. Local Probation
2. Pretrial Services
3. Home Electronic Monitoring
4. Domestic Violence Program
5. The Staunton, Augusta and Waynesboro Regional Drug Court
6. Restorative Justice
7. Offender Re-entry Services
8. Staunton-Augusta Therapeutic Docket Program

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Answering the phone and greeting incoming clients visiting the office;
- Processing in-coming and out-going mail;
- Maintaining, ordering, and stocking office supplies;
- Overseeing the physical maintenance of the office;
- Processing bills, statements, and invoices for payments;
- Is responsible for administratively opening and closing probation and pretrial case files;
- Preparing and filing required monthly DCJS CCCA and PSA reports;
- Entering offender background and supervision history into office database (PTCC);
- Performing background and criminal records checks of referred clients using VCIN and CAIS systems;
- Assisting probation officers and pretrial investigators in the supervision of active cases;
- Supervising local probation cases referred to BRCS by local courts and transferred in from neighboring community corrections programs;
- Coordinating re-entry services for inmates recently released from jail to the community, and assisting them in finding employment, housing, food, clothing, transportation, and appropriate services to assist in their transition and;
- Assisting the Director in research, statistical analyses, and developing public relations materials.

KNOWLEDGE, SKILLS AND ABILITIES:

Possesses specific knowledge of community corrections and evidence-based practices and a general knowledge of the criminal justice system, pretrial, probation law enforcement, etc. Also possesses a general knowledge of human behavior, social science and rehabilitative techniques and objectives. Has the ability to establish and maintain positive working relationships with the courts, legal, law enforcement, clients, victims, families, and the general public. Is able to establish and maintain positive and collaborative working relationships with coworkers, administrative and management staff. Can communicate effectively both orally in writing. Possesses the ability to learn and apply new techniques and skills as trained as well as the ability to utilize a computer, email, word processing, and database management systems.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of experience equivalent to graduation from an accredited four-year college or university with major course work in criminal justice, sociology, psychology, social work, counseling or a related field. Demonstrates a willingness and ability to accept more responsibility and duties. Ability to share some responsibility for departmental goals and duties with the Assistant Director and the Director.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license. Possession of or ability to acquire VCIN/NCIC certification. Possess means of transportation to meet the necessary job requirements. Must meet and maintain minimum qualifications for the position established by BRCS and the Commonwealth of Virginia.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

Work involves risk to personal safety due to close contact with the offender population in a community corrections setting. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. This is primarily sedentary work requiring the ability to type and operate a computer. Vocal communication and the ability to convey information and or detailed instructions accurately, loudly, and quickly is required. Hearing is required to perceive information at normal spoken word level. Visual acuity is necessary to analyze written or computer data and to observe general surroundings.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Not applicable.

EXAMPLES OF EXPECTED DECISION MAKING:

Not applicable.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Post Baccalaureate Fellow will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Blue Ridge Court Services and Chief Human Resources Officer

Revised Date: 2019