

**MORGAN COUNTY COMMISSION**  
**COMMUNITY CORRECTIONS OFFICER**  
**COMMUNITY CORRECTIONS**

**ESSENTIAL FUNCTIONS:** Under the direction of the Director, establishes contacts within the Alabama Department of Corrections and actively solicits information and reports related to the identification of DOC inmates who may be eligible for assignment to the community corrections program. Under the direction of the Director, establishes contacts with the District Attorney's Office, State Probation Office, and local defense bar to identify felony offenders who may be eligible for assignment to the community corrections program in lieu of confinement within an Alabama Department of Corrections Facility. Performs risk assessments to determine a quantifiable level of public safety and flight risk of eligible offenders to determine suitability for, and conditions of assignment to the community corrections program. Performs needs assessments to determine appropriate services to be provided to assigned offenders on an individualized basis. Provides intensive supervision of assigned offenders, including field work, to monitor compliance and progress within the programs, and to promote/maintain security, custody, and control of assigned caseload. Prepares various reports and documents detailing program activity and the compliance and progress of assigned offenders. Prepares various due process letters and documents related to case management Prepares/provides both written and verbal reports and recommendations to District and Circuit Court Judges, and associated personnel. Prepares/completes pre-trial release, jail release, and other documents; submits the same to Judges of approval. Expedites and effects the physical release of inmates/detainees from jail based upon court orders. Maintains and oversees written records and files documenting the results of assessment and classification activities; completes data entry of the same. In particular, documents, pre-trial releases, alternative sentencing assignments, sentence modifications, expedited plea, and other actions resulting from classification recommendations. Monitors daily booking sheets and cross references classification files to identify the re-arrest of individuals who have been released from custody as a result of classification recommendations. Prepares reports and makes recommendations to the court(s) concerning the same. Operates a variety of office equipment including computers, copier, fax.

**DISTINGUISHING FEATURES:** The Community Corrections Officer is a safety-security sensitive position within the detention services classifications. It involves casework, offender supervision, and other tasks related to maintaining the security, custody, and control of assigned offenders. It is distinguished from other detention services classifications in that the community corrections officer is responsible for providing intensive supervision of offenders diverted directly from the Alabama prison system and the Morgan County Jail Facility, and that the supervision caseload is predominantly felony offenders. It is also distinguishable from other classifications due to additional public safety responsibilities, including the performance of field service duties. The community corrections officer performs a full range of highly responsible duties and performs specialized duties in a highly independent manner.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in criminal justice, behavioral science, sociology, or related field from an accredited college or university; OR an equivalent combination of education and directly related work experience; AND experience working in a community corrections or other correctional services program with direct offender contact and supervision responsibilities. Must possess and maintain a valid Alabama Driver's License.

**Grade A05 - \$22.37**  
**Full Time W/Benefits**

**Note: The Morgan County Commission healthcare plan requires a spousal carve-out. This plan provision excludes or restricts spouses from being eligible for the County's group health plan when they are eligible for or enrolled in their own employer's health plan.**

Download application and instructions at <https://morgancounty-al.gov/departments-services/human-resources> or apply at the Morgan County Commission Office located on the 5<sup>th</sup> floor of the Morgan County Courthouse, 302 Lee St NE, Decatur, Alabama.

**Applications accepted until filled.**