

LEMHI COUNTY

JOB ANNOUNCEMENT

TITLE: PROBATION
COMMUNITY SERVICE COORDINATOR

START DATE: April 26, 2010 or as soon as possible

HOURS: 1 Part Time Position – 19 hours per week

WAGE: SALARY - \$8.00 to \$10.00 per hour depending on experience.

DEADLINE: Applications will be accepted through April 16, 2010 at 5:00 p.m.
at Job Service.

See Attached Job Description for functions and minimum qualifications.

Applicants will be subject to criminal background check & drug screening.

Lemhi County is an equal opportunity/affirmative action employer

Lemhi County
Job Description

Community Service Coordinator

Essential Duties and Responsibilities: Develop and maintain community service sites with various agencies that qualify to receive service hours. These agencies include non-profit agencies and agencies ran by city, county or state.

Create and maintain a tracking system for probationers ordered to perform community service.

Document all completed community service by probationers.

Respond to all requests for community service hours.

Transport probationers to and from community service projects.

Be aware of any special needs of probationers while performing community service hours.

Supervisory responsibilities: All juveniles ordered to perform community service must be supervised. Coordinator will observe juveniles to verify quality of work and safety to juveniles and others. Document any incidents that occur during transport to, from and during projects. Notify P.O. in writing of any refusal to perform or failure to show for community service.

Education and Requirements: Applicant must have high school diploma, valid driver's license and pass a criminal background check. Maintain the ability to communicate with the public in a professional manner and basic knowledge of computer programs. Maintain confidentiality regarding probationers. Contact probationers and return phone calls in a timely manner, no more that (48) forty-eight hours.