

The seal of James City County, Virginia, is circular. It features a central image of a three-masted sailing ship on the water. The text "James City County" is written in a circular path around the top of the seal. Below the ship, the text "Jamestown 1607" is visible.

**CCC CASE COORDINATOR**

**342**

**DEPARTMENT:** Community Services/Colonial Community Corrections (CCC)

**NATURE OF WORK:**

Performs responsible professional work supervising probation staff to achieve effective case management for misdemeanor and nonviolent felony offenders referred to Colonial Community Corrections.

Provides leadership and coordinates day-to-day operations of the agency in coordination with and in the absence of the CCC Administrator.

Work is performed under the general direction of the CCC Administrator.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Assists with supervision of staff, volunteers, and interns.

Assigns cases to probation staff, matching the offender with the most suitable probation officer. Assigns cases ensuring the most effective management of resource.

Provides guidance and support to probation staff to help achieve goals and standards. Responds to employee work-related problems, gathers and maintains documentation to assist Administrator with evaluations, recommendations, and personnel actions.

Assists in resolving offender and defendant related issues through staffing and review of cases. Guides/recommends appropriate sanctions or other actions as deemed necessary.

Performs case reviews on all CCCA/PSA case files as required by program standards. Meets with Administrator to discuss case review findings

Performs follow-up case reviews as deemed necessary.

Shares responsibility of inquiry, complaint, and requests of other local community corrections programs. Fields inquiry and complaints from community at large.

Responsible for the maintenance of offender files and computer database management system.

Maintains integrity of MIS and database management system, ensuring accurate monthly reports are being sent to the Department of Criminal Justice Services (DCJS).

Provides casework supervision for select misdemeanor and felon offenders. Assesses risks/needs of offenders and defendants and make appropriate referrals to community resource.

Maintains integrity of MIS and database management system, ensuring accurate monthly reports are being sent to the DCJS.

Provides casework supervision for select misdemeanant and felon offenders. Assesses risk/needs of offenders and defendants and make appropriate referrals to community resources.

Serves as a liaison between CCC and community service sites to ensure effective working relationships.

Assists the CCC Administrator with quarterly and annual statistical reports and other required reports, including grant and annual reports.

Conducts criminal history and Department of Motor Vehicle checks on offenders and potential employees/interns using NCIC/VCIN and CAIS systems.

Participates in applicant selection and interviews applicants in accordance with James City County EEO/AA guidelines.

Correctly interprets legal statues, policies, and other written and oral information.

Initiates independent actions and carry out assignments with minimal supervision

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

#### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed in a variety of settings including offices, Courts, client's homes, and work sites.

Drives County vehicle.

Operates telephone, computer keyboard, FAX, Alco-Sensor (breathalyzer), and drug screen equipment to detect alcohol and drug consumption.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of Criminal Justice System.

Considerable knowledge of interviewing and assessing offender behavior.

Ability to plan and organize work.

Ability to supervise the work of others.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with community agencies and organizations, DCJS and CCC staff, and offenders.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Criminal Justice, Human Services, or related field, and considerable experience in adult probation, criminal justice, or related field, or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must have a valid Virginia driver's license and acceptable driving record based upon James City County criteria.

May require work outside of normal business hours.

Requires background investigation.

Revised: May 2006  
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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: CCC Case Coordinator  
Department: Community Services

Position Number: 342  
Division: Colonial Community Corrections

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II.**

***Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## **1. Speaking/Talking:**

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others \_\_\_\_\_
- Not essential to job function

## **2. Hearing/Listening:**

- For communication with County officials, public vendors, supervisors and/or other employees
  - Not essential to job function
- 2. Reading:** (ability to read and understand text)
- Essential to job function
  - Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

| Ability to manipulate materials and/or equipment (lbs) |    |      |       |       |       |     | Frequency of Manipulation |            |              |
|--|----|------|-------|-------|-------|-----|---------------------------|------------|--------------|
|  | 5- | 5-10 | 10-15 | 15-25 | 25-50 | 50+ | Occasionally              | Frequently | Continuously |
| <b>Lift</b>  |    |      |       |       |       |     |                           |            |              |
| <b>Push/Pull</b>                                       |    |      |       |       |       |     |                           |            |              |
| <b>Hold/Carry</b>                                      |    |      |       |       |       |     |                           |            |              |

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

**Ladders**

**Stairways**

**Steps**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Step stool                               | <input type="checkbox"/> 1 flight                      | <input type="checkbox"/> 1-2                           |
| <input type="checkbox"/> 8' to 10' step ladder                    | <input type="checkbox"/> 2 flights                     | <input type="checkbox"/> 2-3                           |
| <input type="checkbox"/> Extension ladder                         | <input type="checkbox"/> 3 or more flights             | <input type="checkbox"/> 3-4                           |
| <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                   |
| <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

|              | Duration (hours/day) |     |     |     |     |    | Occasionally | Frequently | Continuously |
|--------------|----------------------|-----|-----|-----|-----|----|--------------|------------|--------------|
|              | 0-1                  | 1-3 | 3-5 | 5-7 | 7-9 | 9+ |              |            |              |
| <b>Stand</b> |                      |     |     |     |     |    |              |            |              |
| <b>Sit</b>   |                      |     |     |     |     |    |              |            |              |
| <b>Walk</b>  |                      |     |     |     |     |    |              |            |              |
| <b>Run</b>   |                      |     |     |     |     |    |              |            |              |

If walking or running, over what type of terrain?  flat     rough     both

Not essential to job function:  Stand     Sit     Walk     Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x  
 Other \_\_\_\_\_  Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x  
 Other \_\_\_\_\_  Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

| <b>Transmission</b>           | <b>Standard</b>          | <b>Automatic</b>         | <b>Multi-Gears</b>       |
|-------------------------------|--------------------------|--------------------------|--------------------------|
| Car                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Van                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Small Truck                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Medium Truck                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Large Truck                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Truck w/Equipment             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heavy Bus Equipment           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Not essential to job function | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (list) _____            |                          |                          |                          |