

Oklahoma Department of Corrections  
Unclassified Job Descriptor

**COMMUNITY SENTENCING SPECIALIST  
(LOCAL ADMINISTRATOR - 22 O.S. 988)**

**Basic Purpose:**

Positions in this job coordinate the day-to-day operation of local community sentencing systems within the guidelines of approved plan and budget, and according to the provisions of the Oklahoma Community Sentencing Act.

**Typical Functions:**

- Assists the community sentencing planning councils in identifying resources, collecting data on sentencing practices, and preparing an annual plan and budget; organizes, distributes, and maintains listings of resources and services available within the local community sentencing system for use by the council and court.
- Ensures that court orders pertaining to offenders' community sentences and governing legislation are carried out appropriately; assists offenders in locating services in compliance with judgement and sentence; monitors local service providers to assure appropriate delivery of services; advises the court of offender progress.
- Maintains accurate records in the offender management systems as required by the division and for local reporting needs.
- Collaborates with local public, private and non-profit agencies to coordinate support in the community for the community sentencing planning council; coordinates regular meetings with judges, district attorneys, and other members of local community sentencing planning councils.
- Monitors expenditures within area of assigned responsibility by reviewing invoices for services to ensure accuracy and to assist in tracking program costs.
- Supervises administrative support staff.

**Knowledge, Skills, and Abilities:**

Knowledge of the theory and techniques of offender rehabilitation; of the laws, rules, and regulations governing community sentencing operations; of public relations principles; of the methods of planning and budgeting. Knowledge of, and skill in, the use and application of appropriate information technology. Ability to communicate

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effectively both orally and in writing; to establish and maintain effective working relationships; and to organize community resources.

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of experience in corrections, social work, or guidance and counseling, or an equivalent combination of education and experience.