



City of Lincoln/Lancaster County
Pre-Trial Program Manager

SALARY	\$41.01 - \$52.53 Hourly	LOCATION	Lincoln, NE
JOB TYPE	Full time/probationary or status	JOB NUMBER	202500009C
DEPARTMENT	Community Corrections	OPENING DATE	01/04/2025
CLOSING DATE	1/20/2025 11:59 PM Central		

Job Posting Information

Hours: Full time; 7:00 a.m. - 3:30 p.m. M-F.

This is responsible administrative and supervisory work planning, developing, coordinating and supervising a major division within Community Corrections. Work may involve any one or more of the following: developing and implementing detailed programs to effectively meet the mental health needs of the community; planning, developing, coordinating and supervising programs designed to assist clients in resolving emotional, personal and social needs. The above are accomplished through developing goals and objectives to meet stated community and client needs; evaluating and monitoring program effectiveness; implementing and revising policies and procedures to facilitate proper program functioning; coordinating activities with other program units within the department; developing, monitoring and reviewing program budgets and participating in development of departmental budget.

Qualifications: Graduation from an accredited four-year college or university with major coursework on social work, psychology, sociology, or related field plus considerable experience in program management within the behavioral health field which includes responsible supervisory experience or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

Agency

City of Lincoln/Lancaster County

Address

555 South 10th Street, Room 302

Lincoln, Nebraska, 68508

Phone

(402) 441-7597

Website

<http://agency.governmentjobs.com/lincolnne/default.cfm>

Pre-Trial Program Manager Supplemental Questionnaire

***QUESTION 1**

APPLICATION COMPLETION ACKNOWLEDGMENT: 1. This application process is hand scored. 2. All questions must be fully answered to receive full credit. 3. Copied/pasted answers will not receive full credit. 4. "See resume" in lieu of providing detailed responses will not receive full credit. 5. All employers, work and volunteer experience, and education referred to on this questionnaire must also be listed in the Work and Education sections of the application for verification and to receive credit. 6. I am responsible for the accuracy and completeness of my application.

Acknowledge

***QUESTION 2**

Indicate if you have a college-level coursework in the following:

- Criminal Justice
- Social Work
- Psychology
- Related Field (specify below)
- None

QUESTION 3

If checking related field, please specify the field.

***QUESTION 4**

Indicate if you have a degree in one of the fields listed in Question 2:

- None
- Associate's Degree
- Bachelor's Degree
- Master's Degree

***QUESTION 5**

Do you have experience working in a community based criminal justice program?

- No experience
- Yes, less than 6 months experience
- Yes, 6 months to 2 years experience
- Yes, 2 to 5 years experience
- Yes, more than 5 years experience

QUESTION 6

If yes, please list the employer(s) from your application where you acquired this experience AND describe your work duties.

***QUESTION 7**

Do you have direct experience working in a problem solving court?

- No experience
- Yes, less than 6 months
- Yes, 6 months to 2 years experience

- Yes, 2 - 5 years experience
- Yes, more than 5 years experience

QUESTION 8

If yes, please list the employer(s) from your application where you acquired this experience AND describe your work duties.

***QUESTION 9**

Do you have experience writing program policies and procedures?

- Yes
- No

QUESTION 10

If yes, please list the employer(s) from your application where you acquired this experience AND describe your work duties.

***QUESTION 11**

Do you have experience supervising and formally evaluating the work of subordinate personnel?

- No experience
- Yes, less than 6 months experience
- Yes, 6 months to 2 years experience
- Yes, 2 5 years experience
- Yes, more than 5 years experience

QUESTION 12

If yes, please list the employer(s) from your application where you acquired this experience AND describe your work duties.

***QUESTION 13**

Do you have experience working within the mental health or substance abuse field?

- No experience
- Yes, less than 6 months experience
- Yes, 6 months to 2 years experience
- Yes, 2 to 5 years experience
- Yes, more than 5 years experience

QUESTION 14

If yes, please list the employer(s) from your application where you acquired this experience AND describe your work duties.

***QUESTION 15**

Do you have experience providing educational instruction to mental health or substance abuse populations?

- No experience
- Yes, less than 6 months experience

- Yes, 6 months to 2 years experience
- Yes, 2 - 5 years experience
- Yes, more than 5 years experience

QUESTION 16

If yes, please list the employer(s) from your application where you acquired this experience AND describe your work duties.

***QUESTION 17**

Do you have experience administering screening instruments to mental health or substance abuse populations?

- No experience
- Yes, less than 6 months experience
- Yes, 6 months to 2 years experience
- Yes, 2 - 5 years experience
- Yes, more than 5 years experience

QUESTION 18

If yes, please list the employer(s) from your application where you acquired this experience AND describe your work duties.

***QUESTION 19**

Do you have experience working with a multi-disciplinary team, which includes District Court personnel, for purposes of progress review?

- Yes
- No

QUESTION 20

If yes, please list the employer(s) from your application where you acquired this experience AND describe your work duties.

***QUESTION 21**

Do you have experience with Problem Solving Programs?

- No experience
- Yes, less than 6 months experience
- Yes, 6 months to 2 years experience
- Yes, 2 to 5 years experience
- Yes, more than 5 years experience

QUESTION 22

If yes, please list the employer(s) from your application where you acquired this experience AND describe your work duties.

***QUESTION 23**

Do you have experience working with Diversion Programs?

- No experience
- Yes, less than 6 months experience
- Yes, 6 months to 2 years experience
- Yes, 2 to 5 years experience
- Yes, more than 5 years experience

QUESTION 24

If yes, please list the employer(s) from your application where you acquired this experience AND describe your work duties.

***QUESTION 25**

Do you have work experience testifying in court?

- Yes
- No

QUESTION 26

If yes, please list the employer(s) from your application where you acquired this experience AND describe your work duties.

***QUESTION 27**

Do you have experience preparing court documents?

- Yes
- No

QUESTION 28

If yes, please list the employer(s) from your application where you acquired this experience AND describe your work duties.

***QUESTION 29**

Do you have experience reading NCIC criminal histories?

- Yes
- No

QUESTION 30

If yes, please list the employer(s) from your application where you acquired this experience AND describe your work duties.

***QUESTION 31**

Do you have experience with Pre-Trial RAI?

- Yes
- No

***QUESTION 32**

If yes, please list the employer(s) from your application where you acquired this experience AND describe your work duties.

***QUESTION 33**

Are you NAPSA Certified?

- Yes
- No

***QUESTION 34**

I understand the selection process may consist of a phone interview, in-person panel interview and submission of a writing example, topic to be determined by the Director of Community Corrections.

- I understand

***QUESTION 35**

Are you fluent in a language other than English?

- Yes, Fluent (complete written and oral proficiency)
- Yes, Conversational (not fluent but can adequately converse)
- Yes, Basic (use of key isolated words and phrases to communicate familiar topics)
- Yes, but not proficient
- None

QUESTION 36

If yes, please list the language(s).

***QUESTION 37**

Do you have experience using American Sign Language?

- Yes
- No

QUESTION 38

If yes, please describe your experience including your level of proficiency.

*** Required Question**