

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Director of Pretrial Services
CLASSIFICATION/ SALARY RANGE:	Exempt/Unclassified \$51,147.20 Minimum \$60,569.60 Midpoint \$70,012.80 Maximum
DURATION OF EMPLOYMENT:	Full-time employment following successful completion of 180-day probationary period
JOB DESCRIPTION AND QUALIFICATIONS:	SEE ATTACHMENT
PRE-EMPLOYMENT TESTING REQUIREMENTS:	Criminal Background Check; Social Media, Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: hr@cpcourt.summitoh.net
POSTING DATE:	Applications accepted: Posting open until position filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Director of Pretrial Services	GRADE:	26
DEPARTMENT:	Pretrial Services Department	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Director of Offender Services	PAGE:	1 of 5

POSITION SUMMARY:

Under general direction, oversees operation of pretrial services program; gathers, reviews and verifies information to determine eligibility for pretrial release or early release programs; makes appropriate bond recommendations to judges; establishes and maintains rapport with appropriate officials; maintains related records and documents. This position works closely with the General Division Judges, Court Executive, Director of Offender Services and other relevant Court staff. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

The following duties and responsibilities are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be required and assigned.

1. Supervises work activities of Pretrial Officers and other assigned personnel (e.g., schedules, assigns and reviews work, monitors completion of assignments, assists with difficult cases); recommends discipline; evaluates performance; interviews job applicants; approves leave requests; assists with research and development of policy; trains or assists in training new Pretrial Officers.
2. Ensures all work performed within unit complies with quality control standards; reviews, edits and approves investigations, correspondence, pretrial investigations, court documents, to ensure completeness and adherence to policy; reviews and responds to complaints against Pretrial Officers.
3. Gathers and reviews information to determine individual eligibility for pretrial release or early release programs, monitors jail population for overcrowding; reviews prior arrest records of those arrested, in jail, on probation, on parole or referred by Common Pleas Court; interviews inmates in jail or holding area of Municipal Court to gather additional information; makes bond recommendations to judges upon verification of information received.
4. Verifies information obtained from individuals (e.g., accesses and updates SCORS [Summit Court Online Record System], employment history, personal history, special problems) through personal or telephone contact with family, friends, employers, and law enforcement agencies.

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5. Prepares and/or maintains related records and documents (e.g., court documents for early release, monthly and annual activity and statistical reports); obtains and distributes warrants for violators of early-release program.
6. Establishes and maintains effective working relationships with attorneys, judges, and law enforcement agencies.
7. Assists in the operation of the LEADS terminal, as required and updates SCORS.
8. Serves as a liaison to outside agencies (e.g. Sheriff's department, community agencies, department of human services) to coordinate efforts and resolve disputes; attends departmental meetings and training seminars and reads various publication to keep abreast of new developments, trends and ruling on pretrial issues; advises staff as necessary.
9. Attends trainings relevant to this position.
10. Performs other duties as required.

QUALIFICATION STANDARDS:

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Education & Related Work Experience: Completion of a Bachelor's degree from an accredited college or university with a major in criminal justice, corrections, sociology, public administration, behavioral science or other related discipline, plus a minimum of five (5) years experience as a pretrial, probation or parole officer with acceptable performance rating, or equivalent. Possession of a valid Ohio Driver's License and liability car insurance.

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**Knowledge,
Skills, and
Abilities:**

1. Ability to communicate clearly, courteously, and effectively with a variety of diverse individuals including: judges, magistrates, attorneys, court personnel, social services agencies, felony pretrial defendants and the general public.
2. Must be able to speak in public forums.
3. Ability to prioritize work, work independently, manage time efficiently, and work under time constraints.
4. Computer proficiency in the software/hardware currently used by the Court as well as current case management system of the Court. Familiarity with Microsoft Office software.
5. This position requires alertness and attention to detail to ensure accuracy. Requires concentration when composing replies to routine inquiries.
6. Knowledge of Ohio's datasharing networks.
7. Trained and proficient in LEADS, OCN and OHLEG.
8. This position has access to information that is limited to use for official court purposes only. Employees are expected to keep such information strictly confidential.
9. Ability to maintain accurate records and present information during court proceedings.
10. Ability to make recommendations and decisions in order to meet the Court's objectives (e.g., analyzing a problem in order to identify solutions, knowing how to decipher defendant data).
11. Utilizes innovative strategies to serve the felony pretrial population.
12. Ability to work independently and exercise independent, professional judgement to meet collective goals.

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13. Ability to facilitate the implementation and acceptance of change in the workplace; encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
14. Ability to make sound, well-informed and objective decisions in a timely manner, compare data, information and input from a variety of sources to draw conclusions, take action that is consistent with available facts, constraints, and probable consequences. Applies both rational and creative processes to identify unknown root causes of problems. Based on the situation, decides the best course of action, implements the solution and follows-up to see how it is working. Calculates and evaluates the long-term consequences of a decision.
15. Ability to apply principles of influences systems, such as motivation, incentive and leadership and to exercise independent judgement to apply facts and principles for developing approaches and techniques to resolve problems.
16. Ability to accept responsibility for the effective planning, direction and control of an activity.
17. Excellent written and verbal communication skills.
18. Works effectively in a team environment to accomplish organizational goals.
19. Professional appearance and demeanor appropriate for the position and the work environment expected of a representative of the Court.

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Physical Ability: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

Position Type/Expected Hours of Work: This is a full-time position and hours of work and days vary. This position may also require some evening and weekend work.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

Director of Pretrial Services

Date

Administrative Judge

Date