

# **APPLICATIONS BEING ACCEPTED**

## **SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION**

POSITION:	Pretrial Officer Summit County Pretrial Services Department
CLASSIFICATION/ SALARY RANGE:	Classified/Non-Exempt \$45,011.20/\$21.64
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; Pre-Employment Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: <a href="mailto:hr@cpcourt.summitoh.net">hr@cpcourt.summitoh.net</a>
POSTING DATE:	Applications accepted: <b>Posting open until position filled.</b>

**AN EQUAL OPPORTUNITY EMPLOYER**

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## CLASSIFICATION SPECIFICATION

### SUMMIT COUNTY COMMON PLEAS COURT

#### An Equal Opportunity Employer

<b>POSITION TITLE:</b>	Pretrial Officer	<b>GRADE:</b>	16
<b>DEPARTMENT:</b>	Pretrial Services Department	<b>CLASSIFICATION:</b>	Non-Exempt Classified
<b>REPORTS TO:</b>	Director of Pretrial Services	<b>PAGE:</b>	1 of 3

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### **POSITION SUMMARY:**

Under direction, gathers, reviews, and verifies information to determine eligibility for pretrial release; makes appropriate bond recommendation to judges, establishes and maintains rapport with appropriate officials; maintains related records and documents. 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. Gathers and reviews information to determine individual eligibility for pretrial release; monitors jail population for overcrowding; conducts investigations; interviews inmates to gather additional information; makes bond recommendations to the Court upon information received.
2. Verifies information when possible obtained from individual (e.g. accesses and updates SCORS [Summit Court Online Record System], employment history, personal history, criminal record) through personal or telephone contact with family, friends, employers, and law enforcement agencies..
3. 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 release.
4. Establishes and maintains effective working relationships with attorneys, judges, and law enforcement agencies.
5. Maintains the performance of defendants that are placed on pretrial supervision.

### **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:

<b>Required Qualifications:</b>	Completion of a Bachelor's degree from an accredited college or university with a major in criminal justice, behavioral science or other related discipline, or equivalent. Possession of a valid Ohio Driver's License and liability car insurance.
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Date Adopted:  
Date Revised: 06/16/2021

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**Knowledge, Skills,  
and Abilities:**

Requires ability to communicate effectively and professionally, both verbally and in writing.

Ability to prioritize work, work independently, manage time efficiently, and work under time constraints.

Ability to maintain sensitive and confidential information.

This position requires alertness and attention to detail to ensure accuracy. Requires concentration when composing replies to routine inquiries.

Operation of a variety of standard and complex office equipment, typing, personal computer operation, including but not limited to Windows based programs/Microsoft Office products/Internet applications, use of SCORS.

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.

**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.

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**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.

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Pretrial Officer

Date

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Administrative Judge

Date