

# **APPLICATIONS BEING ACCEPTED**

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

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| POSITION:                               | Case Information Specialist  |
| CLASSIFICATION/<br>SALARY RANGE:        | Unclassified/Non-Exempt<br>\$51,937.60 Minimum<br>\$58,468.80 Midpoint<br>\$67,100.80 Maximum  |
| DURATION OF EMPLOYMENT:                 | Full-time employment following successful completion of 180-day probationary period  |
| JOB DESCRIPTION AND<br>QUALIFICATIONS:  | SEE ATTACHMENT   |
| PRE-EMPLOYMENT<br>TESTING REQUIREMENTS: | Criminal Background Check; Social Media,<br>Drug and Alcohol Testing   |
| APPLICATION:                            | Letter of Interest and Resume must be sent<br>via email in word/pdf format to:<br><a href="mailto:hr@cpcourt.summitoh.net">hr@cpcourt.summitoh.net</a> |
| POSTING DATE:                           | Applications accepted: <b>June 27, 2022 through<br/>July 8, 2022.</b>  |

**AN EQUAL OPPORTUNITY EMPLOYER**

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## CLASSIFICATION SPECIFICATION

### SUMMIT COUNTY COMMON PLEAS COURT

#### An Equal Opportunity Employer

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|------------------------|-------------------------------|------------------------|----------------------------|
| <b>POSITION TITLE:</b> | Case Information Specialist   | <b>GRADE:</b>          | 27                         |
| <b>DEPARTMENT:</b>     | Pretrial Services             | <b>CLASSIFICATION:</b> | Non Exempt<br>Unclassified |
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### **POSITION SUMMARY:**

The Case Information Specialist shall oversee court administration of General Division case system. The position shall monitor felony case information for all pretrial defendants and oversee the General Division assignment list. This position includes administrative, technical and investigative job duties. This position is responsible for the review, coordination, and management of felony pretrial defendants by establishing and maintaining relationships with local municipal courts, law enforcement, legal defenders office, defense counsel, prosecutors, and other community partners. Coordination and research is an important component of the Case Information Specialists' role. This position also works closely with the General Division Judges, Court Executive, Director of Offender Services, Director of Operations and other relevant Court staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Facilitates pretrial processes and attorney appointments for indigent felony defendants.
2. Compiles all available felony pretrial defendant case information and enters data in SCORS.
3. Assigns felony pretrial defendants to Pretrial Officers according to case management needs.
4. Compiles demographical data for pretrial defendants.
5. Monitors all Municipal Court dockets, Summit County Court of Common Pleas Arraignment dockets, Summit County Jail bookings, and other available resources, as deemed appropriate for felony pretrial cases.
6. Monitors all SCORS notes to ensure that felony pretrial data has been properly entered.
7. Provides recommendations and information related to felony pretrial defendant contact information to the General Division Judge(s), court staff, and other relevant parties.
8. Works to develop, expand, and enhance relationships with community partners.

Date Adopted:

Date Revised: 02/25/2021

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9. Compiles detailed and comprehensive notes while reviewing felony pretrial dockets and enters the relevant data into the SCORS case management system.
  10. Performs administrative duties; assists with or develops new felony pretrial case information procedures and forms; attends meetings relating to felony pretrial case information operation and policy; and maintains related records and documents.
  11. Oversees the assignment list for the General Division attorney appointment system, in accordance with the Ohio Administrative Code, Ohio Revised Code, and the Ohio Rules of Superintendence.
  12. Implements a written application process for inclusion, review, advancement in qualifications, and removal from the appointed counsel list.
  13. Maintains the assignment list for appointment of counsel, ensuring the persons on the list have met all requirements in order qualify to be on the assignment list and receive appointments.
  14. Updates the assignment list as requested by counsel (change of address, removal from list).
  15. Answers questions and provide information to attorneys about the application process and requirements.
  16. Maintains a record of all appointments of counsel, the qualification of counsel to accept cases based upon degree and severity of the charge, and a record of attorneys' refusals to accept appointments.
  17. Ensures that Fee Applications are processed by securing the appropriate approvals, signatures, and delivering to the County Fiscal Office for final processing. Upon implementation of the Fee Application software system, process and monitor Fee Applications through final processing.
  18. Applies innovative strategies to increase contact with felony pretrial defendants.
  19. Has the ability to problem-solve independently or in a group setting.
  20. Performs other duties as required.

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### 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, or equivalent; plus a minimum of three (3) years of experience as a pretrial, probation or parole officer or in the criminal justice field. Possession of a valid Ohio Driver's License and liability car insurance.

**Knowledge, Skills, and Abilities:**

1. Extensive familiarity with the Ohio legal system.
2. Knowledge of Ohio's data sharing networks.
3. Effective in public speaking.
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. Trained and certified to run LEADS (Law Enforcement Data System).
6. Trained and proficient in LEADS, OCN and OHLEG.
7. Knowledge of evidence based practices in Community Corrections.
8. Ability to work independently and exercise independent, professional judgement to meet collective goals.
9. Ability to maintain accurate records and present information during court proceedings.
10. 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.

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11. 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).
12. Ability to facilitate the implementation and acceptance of change within the workplace; encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
13. 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.
14. Ability to apply principles of influence 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.
15. Ability to accept responsibility for the effective planning, direction and control of an activity.
16. Work effectively in a team environment to accomplish organizational goals.
17. Excellent written and verbal communication skills.
18. 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 required 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 regular hours of work and days are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may 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.

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Case Information Specialist

Date

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Director of Pretrial Services

Date

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Reentry Presiding Judge Date

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Reentry Presiding Judge Date