

CLASS SPECIFICATION FOR
Senior Pretrial Services Officer

GENERAL STATEMENT OF DUTIES: Supervises Pretrial Services Officers and performs investigative and case management duties in the Community Corrections Program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class serves as the lead worker to Pretrial Services Officers while also conducting pretrial investigations and supervising defendants under program supervision as needed. In addition, the incumbent assists the Director of Community Corrections with various administrative duties related to agency compliance with State standards. The incumbent demonstrates thorough and comprehensive knowledge of agency functions and standards as well as of community resources. General supervision is received from the Director of Community Corrections.

EXAMPLES OF WORK (illustrative only):

- Conducts pretrial defendant investigations, makes bond recommendations and testifies in court as needed;
- Supervises Pretrial Services Officers, office assistants, student interns and volunteers as assigned by the Director of Community Corrections;
- Supervises defendants awaiting trial as needed, meeting weekly or as needed with each client, and performing all other client- and court-related duties;
- Conducts regular case file reviews to ensure compliance with State standards;
- Approves closure of cases in database;
- Approves supervision of cases transferred to or from other pretrial services programs;
- Assigns cases to staff;
- Reviews and approves all correspondence and reports to court;
- Schedules staff coverage for defendant interviews at jail, for court arraignments, client intake and supervision and other program services as assigned by the Director;
- Completes monthly data reports and other reports as assigned;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of casework principles and practices as they relate to the work and goals of a pretrial or community corrections program; good knowledge of human behavior and substance abuse theory and treatment; knowledge of the criminal justice system and of current socioeconomic trends and problems; ability to effectively supervise the work of other professionals; ability to work independently; ability to make and implement case decisions; ability to secure the cooperation of and to deal firmly with clients in the progression of supervision agreements; ability to communicate effectively, both orally and in writing; solid familiarity with and skill in the use of a personal computer and related software applications; good knowledge of community agencies and other referral resources.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in social work or criminal justice, with field experience, and one (1) year of work experience in a community corrections, criminal justice, or social work setting; OR, a bachelor's degree in another field and two (2) years of related work experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.