

JOB DESCRIPTION: **PRE-TRIAL SERVICES SPECIALIST**DATE: **6/1/2023**

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	219
SUPERVISOR:	Director, Community Justice	SALARY RANGE:	23
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Interview pre-adjudicated defendants and conduct investigative research to obtain information for use in jail release recommendations to the Circuit Court. Within the scope of authority delegated by the Court, develop detailed individual release plans or agreements for recommendation to the Court and monitor defendants' compliance with conditions of pre-adjudication release. Do related work as required. This position is distinguished from the Parole/Probation Officers in that the latter are sworn peace officers who make arrests, conduct searches and perform independent case investigations and assessments of clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Interview pre-adjudicated and in-custody defendants to gather personal and criminal information for use in recommendations to the Court regarding a release decision.

Conduct pretrial risk assessments to recommend the defendant's risk to fail to appear and risk of pretrial misconduct. Review Probable Cause Affidavits and analyze and evaluate all information received to recommend to the Court the degree of security risk.

Verify information received from the defendant by accessing secure local and national computer databases and by contacting and interviewing the defendant's employers, family, friends, neighbors and others.

Facilitate release of defendants to be supervised by a third party by investigating and evaluating suitability of referral.

Write and submit reports to the Court regarding pretrial release recommendations.

Prepare individually tailored release plans or agreements consistent with conditions of release for consideration by the Court.

Serve as a resource to the Court in criminal hearings, arraignments, release hearings, and pretrial conferences. Testify in support of the investigation and release recommendation, plan, or agreement and/or to explain a recommendation for revocation of release for noncompliance.

Establish monitoring criteria for approval by the Court. Monitor release conditions for compliance with release plan or agreement.

Investigate information received regarding potential violations of release agreements. Notify Court or District Attorney's Office of any verified violation(s) of release agreements and make recommendations regarding revocation of release.

Collect urinalysis and DNA specimens from defendants as outlined in the release agreement or ordered by the Court.

Respond to inquiries from Judges, Oregon Judicial Department (OJD) staff at all levels, other public or private sector agencies, District Attorney, defense attorneys, victims, victims' family members, defendants' family members, and members of the public regarding the release or non-release of defendants or policies and procedures of release decision making.

Attend quarterly Statewide Pretrial Justice Network Meetings. Learn and adapt new information to our local pretrial services practice. Provide input to ongoing state pretrial reform efforts.

Conduct meetings with defendants on pretrial release, ensuring compliance with the terms of their release agreements. Coordinate and refer services that connect with defendants' needs. In the course of meetings write "Action Plans" tailored to each defendant's situation and needs.

Maintain matrixes and spreadsheets capturing data relative to activity and status of defendants on pretrial release. Coordinate the analysis of data to establish appearance, concurrence, release, and failure to appear rates, among other factors.

Maintain individual logs for each defendant on supervised release documenting their progress, including attendance and compliance with programs, their status regarding court, contact with attorney, housing, relationships, and employment, or any other area(s) of concern of that defendant.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of other employees is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the general supervision of the Adult Division Supervisor and/or the Community Justice Director who assigns and evaluates work for conformance to established procedures and methods.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Associate degree in criminal justice, behavioral science or related field. Four years' work experience in the corrections or criminal justice field which has included defendant or offender contact. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above-described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or ability to obtain within six (6) months of employment, Law Enforcement Data System Certification. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

KNOWLEDGE, SKILL AND ABILITY: Working knowledge of behavior and adjustment problems in adult offenders and methods of treatment. Some knowledge of state criminal laws, federal law, case law

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decisions, state administrative rules and parole rules and Attorney General opinions. Knowledge of office practices and procedures, business English, grammar and spelling, arithmetic, record keeping procedures and bookkeeping principles and practices. Strong familiarity with the use of computers and business software such as word processing and spreadsheets

Ability to prepare accurate and complete reports and communicate effectively in written or verbal form. Ability to communicate effectively with persons of various ethnic or racial groups and socio-economic levels who may be hostile or abusive. Ability to work independently with minimal supervision. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: 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.

Physical demands for the position are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Some work assignments may require standing, walking and assisting in physically restraining angry and hostile adults.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Daily contact with adult defendants and/or offenders. May be required to respond to emergencies after hours. May require some evening and weekend work. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to pre-adjudicated defendants in custody.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***