

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **PRE-TRIAL SPECIALIST – COMMUNITY CORRECTIONS**

**Supervised By:** CCAB Manager/Community Corrections Specialist

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

#### **Position Summary:**

Under the supervision of the CCAB Manager/Community Corrections Specialist, with advisement from the Livingston County Community Corrections Board, interviews eligible defendants and recommends appropriate bond conditions to the Court by utilizing the Praxis assessment tool. Monitors defendants assigned to supervision as a condition of their bond and prepares reports for the Court as needed. Maintains, collects and submits pre-trial data.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Interviews bail eligible defendants in person or electronically that have been detained; prior to their arraignment.
2. Verifies and reviews criminal records and background information provided by the defendant to determine the level of risk based on the results of an assessment using the Praxis tool.
3. Prepares recommendations for the Court related to the setting of bonds based on the Praxis results.
4. Enters data within specialty software for Community Corrections data gathering and maintains files on all defendants within the program.
5. Monitors defendants ordered to pre-trial supervision as a condition of the bond.
6. Submits referrals per the bond conditions such as substance abuse testing, EMS tether or other stipulations.
7. Refers defendants that qualify for community service programs.

8. Responds to violations as prescribed by policy and notifies appropriate authorities.
9. Uses a variety of software programs with proficiency including Word and Excel as well as other assigned proprietary software applications.
10. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in criminal justice, social work or related field and two years of social service or criminal justice experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of the state criminal justice system.
- Knowledge of local community organizations and resources, working with the state's offender program database, and applicable local, state and federal laws, rules and regulations.
- Skill in interviewing individuals and inmates, matching and assisting inmates to criminal justice and social work programs, and maintaining files.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional and court contacts, elected officials, defendants and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.

- Skill in the use of office equipment and technology, including Microsoft Suite applications and county, court and state software databases.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate but the employee must also periodically travel to other sites. The employee may be exposed to situations in which unsanitary or unhygienic materials, individuals and locations are encountered in the course of performing required duties.