

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Director, Pretrial Services
Job Code: 8700
Pay Grade: 75
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Plans, directs, and manages the operational and administrative activities of the Pretrial Services division in accordance with Superior Court goals and objectives.

ESSENTIAL FUNCTIONS:

- Directs and supervises the activities of pretrial services staff rendered to arrestees and defendants, on behalf of the court.
- Develops and implements divisional policies and procedures, consistent with overall court policies, and oversees adherence to policies and procedures.
- Participates in the interviewing, selection, development, and growth of pretrial services staff. Ensures the establishment of goals and objectives for the division and that employees receive regular performance appraisals.
- Maintains awareness of current developments in criminal justice services and legislation, and their impact on the delivery of pretrial services.
- Participates with other criminal justice and social service agencies to plan the development of a comprehensive continuum of support services for pretrial defendants.
- Promotes community awareness of pretrial services and advocates development of community resources available to pretrial defendants.
- Identifies and evaluates major service trends and directs and approves the development of appropriate program and process modifications.
- Researches, develops, recommends and administers the Pretrial Services Division budget.
- Represents the Pretrial Services division at court leadership meetings, seminars, and workshops.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Directs special research projects as requested by judges and/or court administration.
- Performs related projects and duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of principles and practices of pretrial release programs, modern criminal justice and the social sciences.
- Must have knowledge of the principles, practices and techniques of program administration and management.
- Must have the skills of effective personnel management.
- Must have knowledge of community resources and agencies; budgetary procedures; grant and funding sources, and techniques of writing proposals and grants.
- Must have skills in using desktop computers and software programs such as Microsoft Office.
- Must have the ability to listen attentively with active understanding of verbal and non-verbal communications and respond to emergency situations promptly and effectively.
- Must possess the ability to communicate effectively with a wide variety of superior court personnel including judges, judicial staff, court administration, and the general public.

MINIMUM REQUIREMENTS:

A Bachelor's degree from an accredited college or university with a major in public administration, or a relevant field and five years of pretrial services experience including one year of supervisory experience.

Or, any equivalent combination of experience, education and/or training approved by Human Resources.

LICENSES AND CERTIFICATES:

A valid Arizona driver's license is required at time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less. Department of Labor regulation CFR Part 1910.1030 requires notification that this category is at risk of exposure to airborne and blood borne pathogens. Hepatitis B vaccine will be provided.

The incumbent must be available as necessary to respond to situations occurring at any time during Jail operations, which is a 365 days per year/ 24 hours per day facility.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Deputy Administrator, Superior Court. This position performs duties under limited supervision and directs the professional and administrative support staff of Pretrial Services.

Date: 07/01/88; 09/01/93; 10/01/98

Revised: 03/07/05; 03/06/07; 06/01/14

Approved by:

Deputy Administrator, Superior Court

Date

Director, Human Resources

Date