

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Manager, Pretrial Services
Job Code: 8705
Pay Grade: 61
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Manages plans and directs the professional services provided in either the Intake Unit or the Supervised Release Unit of Pretrial Services, a division of Superior Court.

ESSENTIAL FUNCTIONS:

- Manages a staff of two or more which includes supervisors and pretrial services professionals. Coordinates the recruitment and selection within the unit, training and development of new and current staff, and the evaluation and counseling of the staff's performance.
- Organizes and oversees the operations of intake pretrial services at the Pima County Jail or the Supervised Release Unit located at the Superior Court downtown office.
- Reviews and analyzes the units' processes and operational performance and determines appropriate redesigns and implements overall unit changes and training. Periodically, reviews the work of staff for adherence to applicable laws, regulations, unit standards and guidelines.
- Collaborates with other units, departments and community agencies for the purpose of ensuring timely service delivery.
- Assist in analyzing, defining, and establishing division goals and objectives for long and short-term planning.
- Assists the Director with the preparation of the annual budget and monitors the budget within the unit.
- Develops employee performance measurement criteria for the unit and directs the performance management, collection, compilation, and analysis of data.
- Evaluates service programs and related statistics, makes projections and writes routine and special in-house, inter-agency and mandated state and federal reports.
- Participates in the research and writing of grant proposals for future funding.
- Coordinates and researches preliminary compilation of statistics and information for use in the annual budget process.
- Represents the Pretrial Services Division at meetings, workshops, and seminars.
- Provides information and statistics regarding pretrial service activities to the Pretrial Services Director.
- Conducts and participates in special administrative and operational studies or projects.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Acts on behalf of the Director, Pretrial Services in his absence.
- Performs related projects and duties as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the principles and practices of pretrial release programs, modern criminal justice, community resources and agencies.
- Must have knowledge of criminal charges and the rights of individuals as they pertain to pretrial release.
- Must have knowledge of administrative responsibilities such as budgetary processes, goal setting, performance management, project management, planning and delivering support services.
- Must have skills in analyzing preappearance data, drawing logical conclusions and recommending direction and support to staff and procedures.
- Must have the ability to employ various types of software necessary to properly perform the job.
- Must have the ability to communicate effectively with a wide variety of superior court employees, judges, judicial staff, court leadership and administration, vendors, and the general public.

MINIMUM REQUIREMENTS:

A Bachelor’s degree in Public Administration, Criminal Justice or a relevant field of study, and five years of progressive professional experience in interviewing, preparing individualized release recommendations, case management or client assessment; including two years of experience supervising professional staff. Or any equivalent amount of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver’s license at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

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

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Director, Pretrial Services. This position performs duties under limited supervision and directs supervisors and a professional staff in Pretrial Services.

Date: 07/01/88
Revised: 09/01/93; 10/1/98; 07/21/04; 06/06/05; 03/31/10

Approved by: _____ Date _____
Hiring Authority

Director, Human Resources Date