

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Pretrial Services Case Analyst
Job Code: 8715
Pay Grade: 47
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Processes adult defendants prior to initial appearance in court by conducting interviews for personal information and researching backgrounds through automated databases. Incumbents determine and recommend eligibility for, and conditions of, release for adults arrested on misdemeanor and felony charges.

ESSENTIAL FUNCTIONS:

- Interviews adult defendants and references to gather and verify information pertinent to release eligibility such as employment history, educational background, previous arrest record, family and community ties, and to identify emotional, economic, psychiatric and behavioral problems.
- Analyzes and weighs information gathered, and uses it to make reasoned judgments concerning defendant release risk.
- Conducts computerized records checks for criminal history information, interprets and documents criminal history.
- Makes release decisions on misdemeanor defendants or makes release recommendations on felony defendants and justifies risk assessment using established procedures and diversified precedent.
- Confers with other County departments and criminal justice agencies to gather and share relevant information, while maintaining confidentiality of information in accordance with legal guidelines.
- Appears in court daily at initial appearances to present written recommendations, and may present additional information and input during court proceedings.
- Explains to eligible defendants, third party custodians and family members, the conditions and obligations of the defendant's release.
- Schedules court dates, recommends or determines special conditions of release, and processes and signs court release forms.
- Advises defendants, victims and others of available social services for assistance with addictions, spousal abuse and crisis intervention.
- Explains to ineligible defendants and their references the reasons for ineligibility, the process for posting bond, and/or the court processes for release determination.
- Makes immediate decisions in court concerning whether or not the Pretrial Services Division will accept custody of defendants.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Receives and records "check-in" calls for Pretrial Services defendants and provides assistance as needed.
- Documents decisions; maintains and updates various automated and manual records and logs.
- Performs related projects and duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of interviewing techniques.
- Must have knowledge of desktop computers and software associated with word processing, database management, and email communications.
- Must have skills in presenting a nonjudgmental demeanor toward and concerning defendants.
- Must have the ability to write recommendations and reports that clearly show organized thoughts and proper use of English sentence construction, punctuation, and grammar.
- Must have the ability to learn to recognize characteristics of substance abuse, emotional instability and suicidal tendencies, and interacting effectively with individuals exhibiting these symptoms.
- Must have the ability to respond to stressful situations quickly and decisively on a routine basis.
- Must have the ability to communicate effectively with superior court employees, judges, judicial staff, court leadership and administration, vendors, and the general public.

MINIMUM REQUIREMENTS:

A Bachelor's degree from an accredited college or university.

LICENSES AND CERTIFICATES:

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

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in a 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. Incumbents are assigned to the Intake Unit of Pretrial Services which is located at the Pima County jail and is operational 24 hours per day 365 days per year. Incumbents are expected to work rotating shifts and days.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to a Pretrial Services Supervisor. This position performs duties under general supervision and has no supervision responsibilities.

Date: 07/01/88

Revised: 09/01/93; 09/17/97; 05/12/98; 10/01/98; 07/30/04; 06/06/05