

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Pretrial Services Case Editor  
**Job Code:** 8717  
**Pay Grade:** 51  
**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Responsible for reviewing and/or preparing written reports and release recommendations submitted on defendants appearing for their first release hearing before a judge following arrest on a felony or Justice Court misdemeanor charge. Works under constant time constraints to inspect, edit and certify that reports written by pretrial services case analyst are accurate and complete prior to submittal to the court. Incumbents in the position must be able to work flexible work schedules as reports are being generated on a twenty-four (24) hour basis at the Pima County Adult Detention Center to meet court deadlines twice daily.

### **ESSENTIAL FUNCTIONS:**

- Reviews the work of Pretrial Services Case Analysts who prepare background investigations and reports on defendants scheduled for initial court appearances. Ensures reports are complete, accurate and disseminated in court prior to the start of the proceedings.
- Oversees the preparation of and edits all criminal history information in reports gathered from local, state, and national record depositories on each defendant. Verifies information is accurate, complete, and presented in accordance with applicable confidentiality provisions.
- Confirms that each defendant's social, employment and behavioral history in their reports are appropriately examined, verified and accurately detailed.
- Approves that each release recommendation is a credible assessment regarding the defendant's risk for flight or re-arrest based on police input, applicable Rules of Procedure and agency standards.
- Represents Pretrial Services daily at initial appearances interfacing directly with the judge to clarify and explain information as necessary. Accepts custodial responsibility of defendants when appropriate provides additional services to the court as required and records results of each defendant's hearing.
- Completes miscellaneous case tasks for each report such as Drug Court Assessment and Risk Instrument forms.
- Ensures copies of reports and case outcomes are provided to the appropriate supervisor, immediately following initial appearances.
- Provides feedback and coaching to staff members on their investigations and reports. Develops information on staff members for evaluation and training purposes.

**ADDITIONAL RESPONSIBILITIES/DUTIES:**

- Assists in the training and development of staff members and training tools.
- Screens defendants and writes reports as necessary.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have extensive knowledge of the criminal justice automated databases and be fully capable of accessing and interpreting information in NCIC, ACIC, ACJIS, all local court record systems, County Attorney records and PTS CATS programs.
- Must have skills in presenting a nonjudgmental demeanor toward and concerning defendants, apply a variety of interviewing techniques to effectively elicit pertinent information, evaluate relevant information from multiple sources, recognize alternatives and reach independent conclusions based on fact and probability.
- Must have knowledge of desktop computers and software associated with word processing, database management, and email communications.
- Must have the ability to write and/or edit reports and recommendations showing clearly organized thoughts, strong vocabulary and proper use of English sentence construction, punctuation, and grammar.
- Must be able to demonstrate a thorough comprehension of agency report writing standards and assessment practices.
- Must be able to effectively interact with staff members during high stress periods relating to pending deadlines and be able to provide feedback and training to staff members in an effective manner that will promote productive working relationships and motivation team ethics.
- Must have the ability to conduct defendant release assessments in a manner, which balances the defendant's right to release with the risk for flight and rearrest.
- 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 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 from an accredited college or university and one year of experience as a Pretrial Services Case Analyst, or a Pretrial Services Case Manager, or six months work experience in the aforementioned positions and six months work experience involving interaction in an advisory role with clients in a criminal justice or related social service agency.

**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. 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 lead responsibilities for the work performed by Case Analyst in the same unit.

Date: 09/01/93  
Revised: 06/06/05; 02-04-14

Approved by: \_\_\_\_\_  
Hiring Authority Date

\_\_\_\_\_ Date  
Director, Human Resources