

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Pretrial Services Case Manager
Job Code: 8719
Pay Grade: 49
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Incumbents develop and implement individualized pretrial release plans and ensure defendant's compliance with conditions of release or conducts investigations on in-custody defendants and prepares written reports addressing their conditions of release or assigned to specialized projects.

ESSENTIAL FUNCTIONS:

- Conducts in-depth interviews of defendants and related parties to gather and verify information.
- Conducts detailed investigations of in-custody defendant's background to assess risk and determine eligibility for pretrial release. May recommend special conditions of release.
- Reviews pending charges and case information to evaluate criminal and social history identifying emotional, economic, psychiatric and behavioral problems.
- Develops and implements individualized pretrial release plans as an alternative to incarceration for eligible defendants.
- Prepares, presents, and justifies to the court written and oral recommendations concerning proposed pretrial release plans.
- Supervises a caseload of adult defendants released to the custody of Pretrial Services.
- Maintains detailed and current case histories and other manual and automated records as necessary for ongoing casework.
- Conducts needs assessments for assigned defendants, refers and makes appointments for them to appropriate community agencies for assistance and performs follow-up contacts as necessary to monitor service delivery.
- Conducts field visits and maintains verbal, written and face-to-face contact with defendants to ensure compliance with conditions of release.
- Makes recommendations regarding revocation of pretrial release when a defendant fails to observe the conditions of release.
- Assists defendants regarding resolution of personal problems such as job development, crisis intervention, family matters, and serves as liaison between defendants, the judiciary, social service agencies, and family members concerning the status of the case and pending court appearances.
- Monitors the collection of urine specimens and conducts breath analysis as ordered by the court and maintains accurate records of all specimens collected for testing.
- Attends all court hearings affecting assigned defendants and attends reconsideration of release hearings and accepts custodial obligations on behalf of the department for those defendants released to the third party custody of Pretrial Services.
- Collects information from and shares information with other criminal justice agencies.

ADDITIONAL RESPONSIBILITIES/DUTIES

- May represent the unit and/or department at meetings within and outside the court.
- Performs related projects and duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have some knowledge of the criminal justice system, criminal charges, current court practices and procedures, and rights of the individual as they pertain to pretrial release.
- Must have some knowledge of interviewing techniques, security and custody procedures, crisis intervention procedures, the behavioral characteristics of substance abuse, emotional instability and suicidal tendencies; community social service agencies and resources; methods for automated and manual record keeping.
- 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 skills to apply a variety of interviewing techniques to effectively elicit pertinent information, evaluate relevant information from multiple sources, recognize alternatives to incarceration and reach independent conclusions based on fact and probability.
- Must have the ability to write recommendations and reports showing clearly 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 calmly, quickly and decisively on a routine basis.
- 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 involving personal interaction in an advisory role with clients in a criminal justice or related social service agency. Or, the 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 a Pretrial Services Supervisor. This position performs duties under general supervision and has no supervision responsibilities.

Date: 07/01/88

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