

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Pretrial Services Manager
Job Code: 8702
Pay Grade: 65
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Manages the day-to-day operations of the Pretrial Services division and integrates these services with external departments and organizations.

ESSENTIAL FUNCTIONS:

- Manages a staff that includes supervisors and pretrial services professionals. Coordinates the selection, training and development, counseling, and evaluation of the staff's performance.
- Organizes, coordinates, integrates and oversees the internal operations of pretrial services.
- Develops, implements, evaluates, and modifies in-service training, and coordinates staff training from other sources.
- Researches and analyzes units' operations and determine, designs and implements overall division training plans.
- Develops, implements and evaluates divisional personnel policies such as selection processes, training and establishment of staff performance standards.
- Establishes and nurtures working relationships with law enforcement, criminal justice agencies, collateral agencies and the community to facilitate cooperative interaction and problem resolution.
- Coordinates and researches preliminary compilation of statistics and information for use in the annual budget process.
- Develops, evaluates and recommends actions affecting interagency agreements, such as the interagency contract providing pretrial services to the City of Tucson.
- Represents the Pretrial Services Division at seminars, symposiums, workshops, and meetings.
- Provides information and education regarding pretrial services activities and statistics to the news media, government agencies, and the public.
- Produces regular and ad-hoc reports on pretrial services to the Pretrial Division Director, Judges, and Court Administration.
- Conducts and participates in special administrative and operational studies or projects.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Acts on behalf of the Pretrial Services Director in his/her absence.
- Performs related projects and duties as assigned.

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 management and administrative responsibilities such as budgetary processes, goal setting, performance management, project management, planning and delivering support services.
- Must have skills in analyzing complex administrative data, drawing logical conclusions and recommending modifications to or new pretrial services division administrative policies, procedures, and processes.
- Must have the skill to synthesize project information and establish the appropriate scope of a project, apply
- Must have strong project management skills and methodologies.
- Must have the ability to communicate effectively with 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 with a major in business or public administration, or related field and four years of supervisory or program management experience, to include two years of professional pretrial services experience in case management interviewing and determining case disposition or client assessment. 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 Pretrial Services Director. This position performs duties under limited supervision and directs the professional staff of Pretrial Services employees.

Date: 07/01/88

Revised: 09/01/93; 10/1/98; 07/21/04