

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Pretrial Services Supervisor  
**Job Code:** 8707  
**Pay Grade:** 55  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Supervisors in the intake unit assigns, coordinates and monitors the work activities of Pretrial Services Case Analysts and supervises the processing of adults arrested on county misdemeanor or felony charges and the preparation of individualized release recommendations for initial appearance in court. Supervisors in the supervised release unit assigns, coordinates and monitors the work activities of Pretrial Services Case Managers and supervises the monitoring of defendants' compliance with court ordered release conditions and the development of release recommendations.

### **ESSENTIAL FUNCTIONS:**

- Supervises and directs a professional staff in the interviewing, assessing and writing of recommendations regarding release suitability to the court, or monitoring defendants' compliance with court ordered release conditions.
- Coordinates and schedules staff's work assignments to ensure the unit meets performance goals and objectives.
- Monitors and evaluates staff's performance, addresses employee concerns, counsel's employees, documents performance results and prepares and conducts employee performance appraisals.
- Participates in the recruitment and selection process for new employees, provides training and orientation to the work unit and position duties and responsibilities.
- Reviews employees' work for adherence to laws, regulations and standards for accuracy, completeness and quality.
- Initiates and/or facilitates communications between the intake unit and the supervised release unit to resolve operational issues.
- Monitors the work schedules of employees including the authorization of overtime and the authorization and maintenance of vacation, and leave records.
- Monitors the security of records of adult defendants.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Assists management team in the continual development of performance measures.
- May perform the work of staff as needed to maintain required services delivery.
- Performs related duties and projects as necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of criminal history records, division computer software and local criminal justice practices.
- Must have knowledge of the principles and practices of pretrial release programs, modern criminal justice, community resources and agencies.
- Must have knowledge of techniques and methods of interviewing, routine investigative techniques for pretrial release and crisis intervention procedures.
- Must have knowledge of administrative responsibilities such as work scheduling, goal setting, performance management, supervisory methods and techniques, planning and delivering support services.
- Must have the skills to make assessments on the release of defendants in a manner, which balances the defendant’s right to release with the risk of flight and/or rearrest.
- Must have the ability to operate equipment necessary to perform job duties such as a desktop computer with knowledge of Microsoft software, telephone, copier and facsimile machine.
- Must have the ability to communicate effectively in writing and orally with a diversity of individuals.

**MINIMUM REQUIREMENTS:**

A Bachelor’s degree and two years of experience as a Pretrial Services Case Analyst, a Pretrial Services Case Manager, or two years of relevant experience in case management within a social services or community organization. Or, any equivalent combination 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 Unit Supervisor. This position performs duties under general supervision and has supervisory responsibilities for the work of employees in a pretrial services work unit.

Date: 10/06/98  
Revised: 06/06/05; 05/20/14

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

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