

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Pretrial Services Unit Supervisor
Job Code: 8705
Pay Grade: 61
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Plans, directs and supports the intake operations of pretrial services at the Pima County Jail or the Supervised Release Unit located at Superior Court by overseeing pretrial supervisors and professionals in either of the aforementioned units.

ESSENTIAL FUNCTIONS:

- Oversees and provides direction and support to the intake operations of pretrial services at the Pima County Jail or the Supervised Release Unit located at Superior Court.
- Supervises a professional staff and participates in the selection, training, development, goal setting, counseling, and evaluation of the staff's performance.
- Reviews work of staff for adherence to laws, regulations, standards and guidelines.
- Develops, establishes, reviews and implements unit goals, objectives, policies and procedures.
- Maintains contact with other units, departments and community agencies to ensure delivery of appropriate services.
- Develops employee performance measurement criteria for the unit and directs the collection, compilation, and analysis of data. Evaluates service programs and related statistics, makes projections and writes routine and special in-house, inter-agency and mandated state and federal reports.
- Participates in the research and writing of grant proposals for future funding.
- Coordinates and researches preliminary compilation of statistics and information for use in the annual budget process.
- Represents the Pretrial Services Division at seminars, workshops, and meetings.
- Provides information and statistics regarding pretrial service activities to the Pretrial Services Director and/or Manager.
- Produces regular and adhoc reports on pretrial services to the Pretrial Division Director.
- Conducts and participates in special administrative and operational studies or projects.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Produces regular reports on pretrial services to the Pretrial Services Manager and Director.
- Acts on behalf of the Pretrial Services Manager 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, principles of modern criminal justice, community resources and agencies.
- Must have knowledge of types of criminal charges and the rights of individuals as they pertain to pretrial release.
- Must have knowledge of administrative responsibilities such as budgetary processes, goal setting, performance management, project management, planning and delivering support services.
- Must have skills in analyzing preappearance data, drawing logical conclusions, providing direction and support to staff, and revising and recommending procedures.
- Must have the ability to communicate effectively with diverse range of superior court employees, judges, judicial staff, court leadership and administration, vendors, and the general public.

MINIMUM REQUIREMENTS:

A Bachelor's degree and three years of experience in interviewing, preparing individualized release recommendations, case management or client assessment; including two years of experience supervising professional staff. Or, any equivalent amount of experience, training, and/or education approved by Human Resources.

Preference will be given to supervision experience in pretrial, probation, social services, behavior health or public service organizations.

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 or Manager. This position performs duties under limited supervision and directs professional staff in Pretrial Services.

Date: 07/01/88

Revised: 09/01/93; 10/1/98; 07/21/04; 06/06/05; 07/24/07