

BANNOCK COUNTY **CLASS SPECIFICATION**

PRE-TRIAL RELEASE ASSISTANT

Department: Court Services
FLSA Designation: Non-Exempt

Pay Grade: 6
Effective Date: 10/04, 2/08, 8/09

Purpose of Class

Performs clerical and administrative duties to support the Pre-Trial Release programs; performs related work as required.

Primary Function

The primary function of an employee in this class is to perform a variety of administrative and clerical duties to support the Pre-Trial Release program. The work is performed under supervision of the Court Services Director. The principal duties of this class are performed in a public office building.

Essential Duties and Responsibilities (will vary by assignment)

- Interviews defendants in custody, verifies information received to assist in determining eligibility for pre-trial release;
- Maintains files on participating defendants;
- Assists with supervision of clients on pre-trial release, including drug and alcohol testing, monitoring defendant check-in, court date reminders and other conditions of release;
- Tracks new charges issued on clients and reports same to Court Services officer;
- Maintains records, files, logs, databases, documents, and correspondence;
- Assists in determining Drug Court eligibility based on Court guidelines and distributes evaluations to judges, attorneys, probation officers, treatment facilities, and other affected parties;
- Performs office and clerical duties;
- Answers telephone and other inquiries, provides information, routes calls, and distributes mail;
- Maintains Department and program confidentiality;
- Performs all work duties and activities in accordance with County and Department policies, procedures, and safety practices.

Other Duties and Responsibilities

- Assists Department personnel as needed;
- Backs up Pre-Trial Release Officer in his/her absence;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Court and related legal procedures, processes, and terminology;
- Applicable laws, statutes, codes, and Court and Department policies and procedures;
- Operation of specialized drug and alcohol testing equipment according to Department policy and procedures;
- Customer service methods, techniques, and objectives;
- Current office procedures and methods;
- Current file and information management system methods and procedures;
- Operation of standard office equipment, a personal computer, and job-related software;
- English grammar, spelling, punctuation, and composition.

Ability to:

- Follow written and oral instructions;
- Maintain records, accounts, logs, reports, documents, correspondence, and related files;
- Establish communications and working relationships with program participants, attorneys, and court personnel, including under stressful and adversarial conditions;
- Apply policies and procedures governing pre-trial release, probation, and substance abuse evaluation;
- Cope with stressful situations calmly, fairly, and tactfully;
- Operate standard office equipment, including a personal computer with program applications appropriate to assigned duties;
- Perform basic mathematical calculations;
- Establish and maintain effective working relationships with supervisors, other County employees, judges, and the public;
- Use logical and creative thought processes to develop solutions according to procedures, specifications, and/or instructions and in situations where established procedures do not apply;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Communicate effectively, verbally and in writing;
- Maintain program confidentiality.

Acceptable Experience and Training

- High school diploma or GED equivalent is required and legal secretary certification is preferred; and
- One (1) year clerical or general office experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;

Special Qualifications

- Idaho drivers license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and process and prepare written and text documents;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, a personal computer, and motor vehicle;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to sit and work at a keyboard for an extended period of time and work in an office environment.