

BANNOCK COUNTY **CLASS SPECIFICATION**

PRE-TRIAL RELEASE OFFICER

Department: Court Services
FLSA Designation: Non-Exempt

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

Purpose of Class

Performs 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 programs. 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)

- Compiles and reports criminal history on defendants being arraigned daily for arraignment judge, utilizing appropriate computer programs, interviews, NCIC reports, and information available;
- Attends court sessions daily to answer questions from judge on defendants history and to sign up new clients for pre-trial release programs;
- Registers defendants into the program and provides them information on program and individual requirements;
- Opens and maintains files on participating defendants, including required call-ins and related compliance requirements;
- Contacts defendants and provides information on upcoming Court proceedings;
- Prepares affidavits of noncompliance;
- Prepares warrants, as ordered by the Court;
- Maintains records, files, logs, databases, documents, and correspondence and files reports;
- Completes data entry for tracking pre-trial release clients into appropriate computer programs;
- Tracks new charges on clients and notifies judges issuing warrants as directed;
- Monitors all no contact orders issued in Bannock County including data entry and follow up;
- Supervises defendants on pre-trial release, including drug and alcohol testing, monitoring defendant check-in, court date reminders and other conditions of release;
- Determines Drug Court eligibility based on Court guidelines and distributes evaluations to judges, attorneys, probation officers, treatment facilities, and other affected parties;
- Performs random drug and blood alcohol (BAC) tests, as needed;

- Answers telephone and other inquiries, provides information, routes calls, and distributes mail;
- Maintains Department and program confidentiality;
- Maintains and prepares records, reports, logs, and statistical data;
- Performs all work duties and activities in accordance with County and Department policies, procedures, and safety practices.

Other Duties and Responsibilities

- Assists other Department personnel as necessary;
- 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;
- 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;
- Operation of specialized drug and alcohol testing equipment according to department policy and procedures;
- 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;
- Work independently;
- 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 advanced business office or secretarial coursework is preferred;
- Bachelors degree in social work, law enforcement, or a related field is preferred; and
- Two (2) to three (3) years court-related 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;
- Notary Public certification is required;
- State certification for calibration of alcohol testing equipment 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.