

BUNCOMBE COUNTY

PRETRIAL SERVICES COORDINATOR

GENERAL STATEMENT OF DUTIES

Performs administrative and case management duties assisting the Pretrial Services Program with screening, supervision and case management of accused individuals.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for working within the Pretrial Services Program to assist in various efforts to reduce the jail population. Specifically, the employee is responsible for the supervision and monitoring of defendants released from custody and ordered by the court to submit to supervision by the Pretrial Services Program. These responsibilities include processing release paperwork, monitoring the defendant's compliance with court ordered released conditions, issuing orders for arrest in the event of noncompliance, referring individuals to community services and conducting urine drug screens. Employees in this class will work closely with the Pretrial Investigator to ensure field supervision requirements are met.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Maintain weekly contact with released defendants.

Verify weekly that defendants are in compliance with court ordered conditions.

Refer defendants to community services when ordered by the court or when needed.

Work in cooperation with jail diversion personnel to coordinate release and monitoring of JUST clients.

Issue orders for arrest in the event of noncompliance.

Appear in court as needed.

Document all monitoring activities.

Report noncompliance to court as ordered by the assigning judge.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of legal and evidenced based practices in the field of Pretrial Services
- Ability to communicate effectively with persons of varied social, economic, cultural and educational backgrounds.
- Ability to establish and maintain professional and effective working relationships with clients, court personnel and community resources.
- Knowledge of the field of substance abuse.
- Knowledge of the field of mental health.
- Ability to work with people in crisis.
- Ability to effectively maintain case notes and document actions taken in a client file.
- Knowledge of procedures utilized in the supervision and monitoring of released defendants.
- Knowledge of court procedures and paperwork.
- General knowledge of local laws, ordinances and the North Carolina General Statutes pertaining to the commitment, confinement and release of inmates.

DESIRABLE EXPERIENCE AND TRAINING

Currently certified or obtain certification with a year as a Pretrial Services Professional, certified in Crisis Intervention and graduation from a college or university with a four year degree, preferably in a criminal justice or other human services area, or graduation from high school and completion of an associate degree from a community college or technical institute and at least 2 years of paraprofessional experience or an equivalent combination of education and experience.