

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Pretrial Services Coordinator
Department: County Manager's Office
Revised : December 2009

Class : Paraprofessional
FLSA : Non-exempt

This job description supersedes any prior description for the Pretrial Services Coordinator classification.

GENERAL DESCRIPTION

Paraprofessional level work involving the day to day operation of the Pretrial Services Program for the purpose of reducing the overall population of the Rowan County Detention Center and to maintain a reasonable population in the Center for the safety and well-being of employees and detainees. Primary duties are to identify those detainees who have been determined by the judicial system as eligible for bonding conditions but have not been able to meet the specific bonding requirements and working closely with professional bondsman in securing the early release of detainees, focusing primarily in the areas of misdemeanor offenses. Work is performed under the general supervision of the County Manager and is reviewed through observation and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Reviews the Detention Center population to determine those having been arrested and who remain in the Center due to their failure or inability to obtain an early release.

Researches extensively the background of detainees through the Sheriff's Department and computer access to State criminal background files.

Reviews detainees whose bond appears to exceed the stated guidelines, gathers information, and meets with the District Attorney and District Court Judge to determine if the bond set by the Magistrate was reasonable under the circumstances.

Meets with potentially eligible detainees at the Detention Center to inquire about their interest in receiving assistance through the Rowan County Pretrial Services Program and, if interested, an interview and application are completed.

Determines through contact with the detainee's relatives, friends, etc. whether a guarantor's signature can be obtained and if so, will coordinate the process with the professional bondsman. Works with professional bondsmen to secure participation of any or all who desire to be considered for the program.

Determines the availability of legal counsel.

Researches financial information to ascertain whether the detainee has adequate security in cash, property, etc. to provide for the bondsman's payment and if so, will assist in obtaining the necessary resources for meeting the bond requirements. If resources are unavailable, will determine if financial assistance will be considered and enter an agreement in which the detainee will repay the special fund for the amount of funds used in meeting the bond requirements.

Works closely with the Judicial System to coordinate another review of the detainee's bond requirements if it is determined that s/he has any solid family support and/or employment stability that would enhance the detainee's appearance at trial. Expedites situations using special court days and times granted by the district court judges and district attorney where the detainee wishes to enter a plea. Keeps the Judiciary informed if any released individual

Job Title: Pretrial Services Coordinator

Page : 2

becomes a threat to the public safety.

Prepares and maintains daily, monthly, and to-date reports of the numbers of detainees interviewed, selected, rejected, and assisted and the money saved by the County and other statistical data.

Monitors the individual released under the program to ensure they will appear in court.

Supervises the use of electronic monitoring units.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the Pretrial Services Program and applicable legal procedures.

Considerable knowledge of the reference sources and research procedures to utilize for verification of information received from clients.

Considerable ability to interview and evaluate clients and relevant individuals, organize and summarize case information.

Ability to communicate effectively, both orally and in writing, with persons of varied social, economic, cultural, and educational backgrounds.

Ability to establish and maintain professional and effective working relationships with staff, criminal justice personnel, professional bondsmen, community resources, and clients.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs. or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work will include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Criminal Justice, Social Work, Business Administration or a related field; or an Associate's Degree from an accredited college or university in a related field and two years of experience in criminal justice, social work, or other community development program; or an equivalent combination of education and experience. Experience with the criminal justice population is preferred. Experience in research and public presentations is helpful. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**