**Pre-Trial Case Coordinator (Corrections) (Shift Work)**

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 10/20**

**Job Summary:** Performs a variety of tasks to assist in the supervision and preparation for pre-trial offender’s trials or court proceedings. The position determines whether the defendant poses a threat to themselves or others while awaiting trial, likelihood to appear for appointed court date and makes a recommendation to the Pre-Trial Case Manager Supervisor for placement on the Pre-Trial Program. The case coordinator is responsible for assisting closely monitoring the defendant’s activities in the community. Performs other duties as assigned.

**Essential Functions:**

1. Interviews, screens, and conducts preliminary investigation of defendant’s in the county detention and rehabilitation center who are allegedly involved in felony, misdemeanor or other jail able crimes for possible pre-trial release;

* Uses risk assessment tools and to make informed recommendations to the court;
* Obtains necessary reports from law enforcement agencies and other community partners;
* Prepare/perform criminal background checks on defendants;
* Check criminal histories;
* Formulation of offender/defendant release plan recommendations to include level of supervision, programming, etc.;

1. Corresponds and communicates with victims, witnesses, law enforcement officers, court personnel, family and/or friends of offenders and defendants regarding case and court matters. Responds to inmate and public requests in regards to the Pre-Trial Release Program;
2. Supervise offenders who are released from secure custody during Pre-Trial Phase;
   * Maintain regular contact with defendants until their court date;
   * Conducts urinalysis;
3. Performs clerical and secretarial tasks including answering phones, filing, copying, faxing, collecting and dispersing mail, ordering of home detention/GPS equipment and ensuring office equipment printers, faxes, etc. are fully stocked;
4. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and

procedures;

1. Ability to learn and effectively apply appropriate skills and techniques to supervise offenders and enforce facility rules and regulations;
2. Ability to effectively compile and evaluate data; prepare reports; and access/utilize automated information system;
3. Strong and effective assessment, interviewing and counseling skills;
4. Ability to effectively deal with situations requiring tact, diplomacy, understanding, fairness, firmness, and good judgement; and to effectively explain, interpret, and reinforce policies and procedures;
5. Ability to work with sensitive information and maintain appropriate confidentiality;
6. Ability to present testimony in court;
7. Ability to work independently and complete assigned duties with minimal supervision;
8. Ability to obtain METERS/NCIC/CJIS Certification.
9. Ability to pass a comprehensive background investigation.

**Additional Requirements:**

1. Must be 18 years of age, possess a valid Maryland State Motor Vehicle License;
2. This position is designated essential personnel during inclement weather;
3. Must be able to work shift work including weekends and holidays.

**Education and Experience:**

1. Associates Degree;
2. Three years or more experience in criminal justice, law enforcement or correctional setting is desirable;
3. Or equivalent technical training, education and/or experience.

**Physical and Environmental Conditions:**

Work is performed in the secure confines of the adult detention and rehabilitation center and

requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 60%/+ of the time.

The work environment involves high risks with exposure to potentially dangerous situations or

unusual environmental stress and physical threat which require a range of safety and other precautions, e.g., aggressive human behavior, or similar situations where conditions cannot be controlled.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employees Signature Date