## Pre-Trial Services Case Coordinator II (Corrections) (Shift Work)

**Grade: 8**

**FLSA: Exempt**

# Date: 1/23

**Job Summary:** Responsible for the investigative and procedural duties related to the supervision of a criminal defendant awaiting trial. 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 final recommendation to the Judge for placement on the Pre-Trial Program. Upon placement in the Pre-Trial Program, the case manager is responsible for closely monitoring the defendant’s activities in the community and appropriate follow-up in the event the defendant violates any condition of the release.

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**Essential Functions:**

1. Collect and analyze defendant information for use in determining risk:

* Interviews, screens, and conducts preliminary investigation of defendant's in the county jail who are allegedly involved in felony, misdemeanor or other jailable crimes for possible release from jail.
* After initial determination conducts in-depth investigation for the District and Circuit Courts; collect biographical, employment, address, family and financial information concerning the defendant; access computer records to run warrant and criminal history checks; conduct in-depth interviews with individuals, families, relatives, law enforcement agencies, schools and employers to gather accurate data regarding background and present situation for preparation of pre-trial services recommendation.

2. Makes recommendations to the courts concerning conditions of release:

* Evaluates charged defendant's information and assess the likelihood of compliance with court orders which pertain to release and to future court appearances, and the risk posed to the community by potential pre-trial release.
* Recommends disposition of cases to the District and Circuit Court Judges, appear in court to testify and present reports.
* Perform criminal background checks on defendants.
* Use and apply risk assessment tools for the purpose of making an informed recommendation to the court.

3. Supervise defendants who are released from secure custody during the pre-trial phase:

* Refer defendants to relevant programs, as needed.
* Conduct home, job, and community checks/drug testing on supervised defendants and telephone follow-up with the same.
* Maintain regular contact with the defendants until their court date.
* Violate defendants for non-compliance of pre-trial phase.

1. Maintains and compiles statistical data.
2. May act as a liaison between Federal, State, and Local governmental agencies whose policies, laws, regulations, and directives impact upon departmental and County activities, operations, projects, and programs.
3. 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.
2. Ability to learn and effectively apply appropriate skills and techniques to supervise, employees, inmates, and enforce facility rules and regulations.
3. Ability to effectively compile and evaluate data; prepare reports; and access/utilize automated information system.
4. Strong and effective assessment, interviewing, and counseling skills.
5. Ability to effectively deal with situations requiring tact, diplomacy, understanding, fairness, firmness, and good judgment; and to effectively explain, interpret, and reinforce policies and procedures.
6. Ability to work with sensitive information and maintain appropriate confidentiality.
7. Ability to present testimony in court.
8. Ability to work independently and complete assigned duties with minimal supervision.
9. Experience in demonstrating a high degree of initiative to handle a variety of tasks.
10. Ability to prepare and maintain a record of activities.
11. Available 24-hour call, shift work, weekends and holidays.
12. Maintain certification by the Maryland Police and Correctional Training Commissions as a Correctional Officer.
13. Ability to maintain First Aid and CPR Training.
14. Ability to obtain METERS/NCIC/CJIS Certification.

**Education and Experience:**

1. Bachelor’s Degree required with course work in psychology, sociology, or criminal justice preferably;
2. Two years’ experience in criminal justice, law enforcement or correctional setting.

**Additional Requirements:**

1. Must be 21 years of age, possess a valid Maryland Driver’s License and be an U.S. Citizen;
2. Must pass written entrance exam, physical agility test, polygraph, physical, psychological examination, drug screen and successfully pass extensive background investigation with favorable results;
3. Weight must be in proportion to height, body frame and age;
4. Vision must be correctable to 20/20;
5. Must successfully complete the entrance level program for Correctional Officers within one year of appointment;
6. Must be or become a registered notary public in Maryland and maintain this status.

**Physical and Environmental Conditions:**

Work requires moderate physical effort in the handling of light materials or boxes in non-strenuous work positions up to 30 pounds.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior, extreme outdoor weather conditions, 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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Employee’s Signature Date