



<b>WORKING TITLE:</b> PRE-TRIAL SERVICE OFFICER	<b>CLASSIFICATION:</b> PRE-TRIAL SERVICE OFFICER
<b>DEPARTMENT:</b> COMMUNITY JUSTICE	<b>DIVISION:</b> ADULT/PRE-TRIAL
<b>PAY RANGE:</b> OPEU 16	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> SEPTEMBER 2014

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Interviews in-custody defendants and conducts investigative research to obtain information for use in jail release recommendations or decisions. Develops detailed individual release plans or agreements and monitors defendants' compliance with conditions of release in accordance with local policy.

Makes release recommendations or decisions within the scope of authority delegated by the presiding judge, using state and federal laws, rules and establish local court policies. Decisions are made under significant time constraints and may be subject to public scrutiny due to the potential impact on public safety.

May occasionally be called in the evenings or on weekends for emergency or unusual situations involving the release of defendants. Performs some work in jail facilities with one or more supervised or unsupervised in-custody defendants, who may become hostile, violent, or abusive.

***SUPERVISION RECEIVED:***

Works under supervision of the Community Corrections Manager and Director.

***SUPERVISION EXERCISED:***

Supervision of other employees is not a responsibility of this position. May give directives to PO Aide, volunteers, interns, and students.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Interviews defendants to gather personal and criminal information for use in making release decisions or to make recommendations to the court.
- Conducts pretrial risk assessments to determine offender's risk to fail to appear and risk of pretrial misconduct.
- Utilizes "Pretrial Release Risk Matrix" to guide release recommendations and suggested pretrial supervision level made to court.

- Verifies information received from the defendant by accessing secure local and national computer databases and by contacting and interviewing the defendant's employers, family, friends, neighbors, and others.
- Facilitates third party release by investigating and evaluating suitability of referral.
- Reviews Probable Cause Affidavits and analyzes and evaluates all information received to determine degree of security risk.
- Makes release decisions (which can include determining the conditions of release or setting bail or security) within the delegated scope of authority or make recommendations to the Judge regarding release.
- Writes and submits pretrial release recommendation reports documenting release recommendations to the Court.
- Prepares individually tailored release plans or agreements consistent with conditions of release.
- Serves as a resource to the judge in criminal hearings, arraignments, release hearings, and pretrial conferences. Testifies in support of the investigation and release recommendation, plan, or agreement.
- Establishes monitoring criteria.
- Monitors defendants on release status for compliance with release plans or agreements.
- Requires defendants to submit to alcohol or drug testing.
- Verifies defendant(s) have met all court-imposed conditions.
- Investigates information received regarding potential violations of release agreements.
- Notifies Court or District Attorney's office of any verified violation(s) of release agreements and makes recommendations regarding revocation of release.
- Testifies in court to explain revocation of release for noncompliance.
- Responds to inquiries from Judges, Oregon Judicial Department (OJD) staff at all levels, other public or private sector agencies, District Attorney, defense attorneys, victims, victims' family members, defendants' family members, and members of the public regarding the release or non-release of defendants or policies and procedures of release decision making.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Legal terminology, court procedures, court criminal justice system and demonstrated ability to meet imposed deadlines is preferred.

#### **SKILL IN:**

- Interacting effectively with the public in sensitive legal matters.
- Communicating, both orally and in writing.

#### **ABILITY TO:**

- Analyze facts and evidence, and to arrive at logical conclusions.
- Set forth facts and decisions in concise written form.
- Maintain case/office records necessary for operation of required duties.

- Perform required tasks independently.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

A bachelor's degree in corrections, criminal justice, counseling, social work, or related field. Any satisfactory equivalent combination of education, training and/or experience which ensures the ability to do the job may be considered.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment, and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Frequent interruptions may be encountered throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*