



PRE-TRIAL SERVICES CASE COORDINATOR 1

Department: Clerk of Superior Court
Job Class #: 236900
Pay Range: Professional 04

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is entry level screening and case management work for the Pierce County Clerk of the Superior Court. During the twelve month training period, the employee assists in and gains the ability to perform the following duties: assess and monitor arrested and charged persons who are involved in legal proceedings in Superior Court. This position will assist in conducting in-depth risk assessments to determine suitability for release into the community based on personal recognizance, make recommendations to judges in open court and monitor conditions of pre-trial release as set by Superior Court Judge.

SERIES CONCEPT: The Pre-trial Services Case Coordinator 1 is the first level of a three level Pre-trial Services Case Coordinator series. Work in this classification is distinguished from the Pre-trial Services Case Coordinator 2 by a higher degree of independent functioning and greater depth of responsibility assigned to the Pre-trial Services Case Coordinator 2. The Pre-trial Services Case Coordinator 1 is a training position and may have a smaller case load than the Pre-trial Services Case Coordinator 2 level. Upon successful completion of the mandatory twelve month training period, incumbents are eligible for progression to the Pre-trial Services Case Coordinator 2 level based on performance and operational needs at the discretion of the department.

ESSENTIAL FUNCTIONS

- Assists with and develops ability to interview, screen, and conduct preliminary investigation of individuals in the county jail and in the office who are allegedly involved in felony, misdemeanor or other jailable crimes; advise individual of their possible release from jail.
- Assists with and develops ability to conduct pre-trial investigations for Superior Court; collect biographical, employment, address, family and financial information concerning the individual; 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 case histories.
- Assists with and develops ability to evaluate charged individual'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.
- Assists with and develops ability to recommend disposition of cases to the Superior Court Judge, appear in court to testify and/or present reports.
- Use and apply risk assessment tools for the purpose of making an informed recommendation to the court.
- Executes promissory notes with indigent individuals who are able to contribute to the costs of counsel, which includes data entry of promissory notes, processing of payments, preparing transmittals, generation of delinquent letters, referral of accounts to collection agencies, settle payment disputes and reconcile accounts.
- Monitor individuals placed on pretrial release by the court; monitor compliance with conditions of

PRE-TRIAL SERVICES CASE COORDINATOR 1

Classification Description - Pierce County

Page 2

the release as set by the court; recommends revocation of pretrial release.

- Monitor scheduled court appearances of released individuals; maintain knowledge of their whereabouts; maintain contact as necessary; notify defendants of upcoming court dates and submits progress reports to the prosecutor.
- Compiles daily lists of inmates scheduled for court and makes necessary calls to the courts, attorneys and Department of Corrections.
- Maintain frequent contact and correspondence with the court staff, judges, community agencies, physicians and others to monitor activity and progress in serious and complex cases; maintains comprehensive log of contacts and information obtained relative to cases.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS

- May assess charged individual's financial situation and determine indigence and eligibility for court appointed counsel, complete financial eligibility forms and other required paperwork.
- Performs related work as required.

SUPERVISION RECEIVED:

Work is performed under general direction of a higher level Pre-trial Services Case Coordinator, supervisor or manager and the employee is expected to perform work with limited independence where work is performed after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion for thoroughness, timelines and compliance with regulations, policies and procedures. This position does not lead or supervise.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Pre-trial Services Case Coordinator 1 works in varied environments on a daily basis which may include, but are not limited to, correctional facilities, court rooms, and administrative offices; work involves exposure to inmates on a regular basis. The incumbent may be exposed to situations of a highly emotional or confrontational nature; incumbents are expected to use verbal skills to independently defuse interpersonal confrontation or conflict, and may be required to request emergency assistance to resolve physical altercations or physically calm an individual. Work is generally completed on a regularly scheduled basis; however, daily work hours will vary and days off will rotate. Attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Work is subject to frequent interruptions and noise levels are varied based on the work locations.

PHYSICAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Physical activities required are finger

PRE-TRIAL SERVICES CASE COORDINATOR 1

Classification Description - Pierce County

Page 3

dexterity necessary to operate equipment used in the position, talking, seeing and hearing; there is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the position. Travel to various work sites and/or meeting locations is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Philosophy and operation of the justice system.
- Court procedures and legal terminology.
- Interview techniques.
- Police reports and criminal justice system processes.
- Judicial and criminal justice systems in general.
- Automated court/probation case management systems.

Skill in:

- The use of interpersonal and verbal skills to defuse emotional situations.
- Interviewing people, gathering and applying information in an objective, fair manner.
- Basic math necessary to compute net and disposable incomes.
- Keyboard and computer functions sufficient to operate automated systems and process associated paperwork.

Ability to

- Effectively interview individuals and/or access multiple automated systems to gather a variety of personal and financial information.
- Express ideas and recommendations effectively, orally and in writing.
- Research and prepare detailed case histories and reports in a timely manner.
- Use and apply risk assessment tools.
- Respond to individuals who may be in various states of emotional distress, including confrontive, frustrated, angry or uncooperative, while maintaining professional demeanor, personal composure and in a manner to de-escalate emotional or hostile situations.
- Clearly understand and apply detailed and complex financial information.
- Use appropriate judgment to interpret data and information regarding the disposition of persons in-custody and assess risk to the public.
- Communicate Court procedures and legal terminology verbally and in writing in clear, understandable terms to audiences of varying sophistication and knowledge of the legal system.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Prepare accurate and complete written reports and/or other types of informational documents regarding the status of each defendant.
- Establish and maintain effective working relations with co-workers, public and private officials, the general public, defendants, family or legal support.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

PRE-TRIAL SERVICES CASE COORDINATOR 1

Classification Description - Pierce County

Page 4

- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

RECRUITING REQUIREMENTS:

A Bachelor's Degree in Sociology, Psychology, Criminal Justice or a related field or any equivalent combination of experience and education which would clearly indicate the ability to perform the duties of the position is required. Experience in criminal justice services to include in-person interviewing, assessment and monitoring is preferred.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license is required when travel is required of the position. Ability to successfully complete all required background investigations including submission of fingerprints.