



CLASS SPECIFICATION

Class Title: Pretrial Services Coordinator
Department: Human Resources (Pretrial Services)
FLSA: Exempt

Class Code: 6645
Grade: 27
Eff. Date: 04/15/2018
Revised: 06/29/2023

GENERAL PURPOSE

Under the general direction of the Human Resources Director, manages all aspects, operations, and administration of the Davis County Pretrial Services Agency.

EXAMPLE OF DUTIES

Provides supervision and direction to case management staff; interviews and hires employees; provides coaching, training and ongoing support; schedules, assigns and monitors work; conducts performance appraisals in compliance with Davis County policies and procedures.

Streamlines the workflow of the work group; monitors accuracy and timeliness of case management activities including intake, risk/need assessments, pre-sentence investigations (if court-ordered), provision of appropriate referrals to outside agencies, preparation and filing "order to show cause" affidavits and related documents for instances of client non-compliance in keeping with court approved procedures; conducts quality assurance audits.

Integrates County and State resources; serves as a liaison between participants in the judicial process including but not limited to courts, defense counsel and prosecutors, jail management and staff, other criminal justice agencies, treatment agencies, the general public, Administrative Office of Courts (AOC) as well as other state, county and municipal agencies as necessary.

Maintains knowledge of court requirements, Utah pretrial laws and other laws/statutes/rules related to pretrial release and supervision. Responsible for Utah Criminal Justice Information System (UCJIS) criminal records access, use and dissemination for all pretrial staff. Serves as the county Terminal Agency Coordinator (TAC) and conducts all related tasks, attends annual training and responds to Bureau of Criminal Identification (BCI) audits. Coordinates with the IS Department to ensure staff adherence to BCI and FBI security requirements.

Leads and works on special workgroups and committees to promote the agency mission and strategic priorities related to the pretrial system in the county. Identifies, analyzes and offers strategic solutions to challenges affecting pretrial service delivery.

Creates annual budget in collaboration with the Human Resources Director (or designee) to forecast future needs and resources needed to achieve program goals.

Responsible for records in the electronic case management system. Acts as liaison with programmers to ensure the system is functioning properly. Troubleshoots and intervenes when necessary. Prepares and submits statistical reports for the program to HR Director and commissioners as needed or requested.

Utilizes effective performance management and metrics to plan and implement continuous quality improvement of pretrial operations.

Develops, writes and implements internal policies and guidelines in conjunction with Pretrial Services staff, HR Director and other justice services partners.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Social Work, Psychology, Sociology, Social Sciences, Criminal Justice, Public Administration or a closely related field, plus two (2) years of case management experience, six (6) months of which must include supervisory or administrative experience. An acceptable combination of related education and experience may be considered.

Preference for experience within the criminal justice system.

2. Special Qualifications:

Must pass a criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: supervisory principles, practices and techniques; structure of criminal justice system, social casework principles and methods; community social services resources, interviewing methods and techniques; crisis intervention techniques; substance abuse and addiction.

Skill in: using all applicable computer hardware and software.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: plan, assign and supervise the work of others; monitor/address staff performance; effectively assess and identify needed services and manage caseload; research criminal justice records and client cases; deal effectively with people of various socioeconomic backgrounds; prioritize and perform multiple tasks in a timely manner; interact with judges and other criminal justice personnel; maintain complex and confidential records; communicate effectively (orally and in



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writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, clients, allied agencies and the general public.

Working Conditions:

Light physical effort. Comfortable working conditions in an office environment: intermittent sitting, standing and walking; occasional work in a jail environment; travel to and/or virtually attend court hearings, meet with clients. Considerable exposure to stress as a result of stringent reporting deadlines and as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***