



CLASS SPECIFICATION

Class Title: Pretrial Services Case Manager Supervisor
Department: Human Resources (Pretrial Services)
FLSA: Non-exempt

Class Code: 6643
Grade: 23
Eff. Date: 08/05/2021

GENERAL PURPOSE:

Under the direction of the Pretrial Coordinator, manages the Case Manager operations.

EXAMPLE OF DUTIES

Provides supervision and direction to Case Managers; provides coaching, training, and on-going support; schedules, assigns and monitors work to ensure coverage during business hours.

Assists with interviewing and hiring employees; conducts performance appraisals, documents performance issues in a timely manner and properly refers employees for disciplinary action when necessary.

Streamlines the workflow of the team, monitors accuracy and timeliness of case management activities and conducts quality assurance audits.

Ensures Case Managers perform intake, risk/need assessments, maintain up-to-date monitoring of court requirements, provide appropriate referrals to outside agencies, and court reports as required in keeping with approved procedures.

Ensures data entry is complete and accurate, so performance measures can be calculated from the database.

Acts as a liaison with Judges, counsel, jail staff, and court personnel as appropriate.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

Graduation from a 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 working within the criminal justice system.

2. Special Qualifications:

Must pass a criminal history background investigation and receive/ maintain a jail pass.

Must obtain UCJIS access within two weeks of employment.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license 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).

Must possess a valid driver license and must operate a motor vehicle in a safe manner. Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: Basic structure of the criminal justice system, evidence-based practices for supervision, social casework principles and methods; community social services resources; interviewing methods and techniques; crisis intervention techniques; substance use and mental health disorders.

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 a 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; address staff performance problems; effectively assess and identify needed services, and manage a 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 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. Working conditions in a jail environment. Intermittent sitting, standing and walking. 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.

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Approval Information

Date:	08/05/2021
Department Approval:	Patty Fox
HR Generalist Approval:	Mindy Adams
Classification Approval:	Marina Brito