



## CLASS SPECIFICATION

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

**Class Code:** 6640  
**Grade:** 20  
**Eff. Date:** 04/15/18  
**Revised:** 01/21/2020

### GENERAL PURPOSE:

Under general direction of the Pretrial Services & Supervision Coordinator, conducts interviews and assessments, facilitates release decisions, and provides case management and related services for defendants awaiting trial.

### EXAMPLE OF DUTIES:

Performs pretrial risk assessments to determine supervision level, as needed. Researches criminal history records to ensure accurate assessments and to facilitate supervision.

Monitors client compliance with conditions of pretrial release in compliance with department policies and procedures. Promotes court appearance by providing court date reminders, maintains contact consistent with risk level, and performs all other client/court-related duties.

Provides client supervision based on identified risk level and court-ordered conditions in order to reduce failure to appear and/or risk of further offenses. Makes appropriate referrals for substance abuse and mental health treatment, drug testing, and other related services.

Regularly reviews client progress and promptly reports instances of non-compliance to the court by filing and service of "Order-to-Show Cause" affidavits and related documents in accordance with approved court procedures.

Collects client demographics and other required data, enters client information accurately in database, and maintains all information required by department policy to ensure accurate pretrial outcome and performance measures.

Assesses readiness to change, identifies barriers, provides support, and collaborates to facilitate positive changes for clients.

Assists in securing early intervention evaluations and treatment. Provides immediate short-term crisis assistance and identifies further interventions as needed.

Maintains accurate and professional documentation on all client activity and documents client contacts on an on-going basis.

Conducts pre-release assessments on incarcerated defendants to determine release to pretrial supervision. Compiles and submits accurate and professional Pretrial Release reports to the court.

Ensures client information is secure, confidential, and maintained consistent with department and legal requirements.



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Attends Order-to-Show Cause hearing, review hearings, and evidentiary hearings at District and Justice Courts and testifies in court regarding alleged violations.

Interacts with criminal justice agencies, treatment agencies, and other agencies providing services to clients in order to promote clients' best interests.

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 or a closely related field, plus two (2) years of case management or related experience. An acceptable combination of related education and experience may be considered.

**Preference for experience working within the criminal justice system.**

2. Additional Requirements:

Must pass a criminal history background investigation.

Obtain UCJIS access within 30 days of hire date.

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).

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:

Working 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 motor vehicle is operating in a safe manner; knowledge of Utah



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motor vehicle rules and regulations.

Ability to: Adhere to criminal justice evidence-based practices, effectively assess and identify needed services and manage a caseload; make appropriate referrals for services; recognize and understand substance use and mental health disorders, respond to and resolve problems related to client issues; conduct client interviews; research criminal justice records and client cases; deal effectively with people of various socioeconomic backgrounds; prioritize and perform multiple tasks and meet critical deadlines; communicate effectively (orally and in writing); comply with confidentiality requirements, follow written and oral instructions; interact professionally with judges, judicial personnel, and attorneys; 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 office environment. Intermittent sitting, standing and walking. Occasionally works in a jail environment. Travels to court hearings, meets 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.***