



MONTGOMERY COUNTY
COMMON PLEAS COURT - GENERAL DIVISION

POSITION DESCRIPTION
Pretrial Supervision Officer

Department: Pretrial & Investigative Services
Section: Pretrial Supervision
Reports To: Pretrial Supervision Supervisor
Employment Status: Full-time
Work Schedule: 40 hours per week
FLSA Status: Non-exempt
Civil Service Status: Classified
Pay Grade: 6

This position description sets out the essential duties and responsibilities of the position, details the knowledge, abilities, skills, licenses, certifications, education, and experience necessary to be successful in the role, and lists the equipment normally operated by, scope of supervision, and usual physical demands on the incumbent.

POSITION SUMMARY:

The Pretrial Supervision Officer serves in the Pretrial Supervision Section of the Pretrial & Investigative Services Department and reports to the Pretrial Supervision Supervisor.

The Pretrial Supervision Officer is the staff person responsible for supervising defendants referred to Pretrial Services, interviewing and investigating individuals arrested for felonies and violent misdemeanors, making bond recommendations to the court.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities of the position are as follows:

- Reviews and explains the general and specific conditions of supervision.
- Requires defendant to sign acknowledgement of conditions and court entries, and schedules defendant for next office visit.
- Assumes supervision of defendants granted a conditional own recognizance bond, and reviews the conditions of supervision to ensure compliance.
- Collects urine samples and conducts breathalyzer tests.
- Schedules defendants for assessments and monitors attendance and progress in treatment.
- Maintains records and documentation for changes in address, employment, and other matters.
- Appears in court as required for bond hearings, revocation or status hearings.
- Participates in training opportunities, court activities, projects, and committees as requested or required.
- Completes other duties and responsibilities as required.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- **Knowledge of:** counseling; chemical dependency; social work; corrections; pretrial supervision regulations; court system procedures and processes; criminal justice system; community social service agencies and resources; universal precautions for control of blood-borne pathogens; Ohio Revised Code pertaining to pretrial services.
- **Ability to:** maintain good public relations as court representative; establish and maintain effective working relationships with associates and job contacts; establish rapport with offenders/defendants of various social and economic backgrounds; perform under stress when confronted with emergency, critical, unusual or dangerous situations; work with resistant clients.
- **Skill in:** interviewing offenders/defendants, victims, and others; completing statistical and essay reports; data input; operation of a computer; application of job software programs; self-defense; listening.

GENERAL EXPECTATIONS OF ALL COURT EMPLOYEES:

All court employees are expected to stay current in their areas of technical expertise; maintain attention to detail; exhibit good organizational skills; work effectively on own initiative and by cooperating with others; engage in active listening; speak and write clearly and concisely; demonstrate good manners, friendly demeanor, and professional behavior; uphold the policies, procedures, and practices of the court; maintain the confidentiality of sensitive and privileged information; and represent the court with honesty and integrity.

EDUCATION AND EXPERIENCE QUALIFICATIONS:

The position requires an appropriate combination of formal education, additional training and courses, and work experience. There is not an exact level or mixture of these elements to indicate one will necessarily be successful in, or qualify for, the position.

For example purposes only, an acceptable combination of qualifications for the position would include a bachelor's degree in psychology, sociology, criminal justice, or related field.

LICENSURE OR CERTIFICATION REQUIREMENTS:

A valid state of Ohio motor vehicle operator's license is required in order to carry out job-related essential functions. Private insurance is required if private vehicle is employed for job-related functions.

SCOPE OF SUPERVISION:

The position requires no supervisory duties or responsibilities.

EQUIPMENT OPERATED:

Vehicle, computer, calculator, copier, fax, telephone, and other general office equipment.

WORK ENVIRONMENT AND USUAL PHYSICAL DEMANDS:

The following physical demands are typically exhibited by the incumbent performing the requirements of the position. These physical demands are not, and should not be construed to be, job qualification standards. They are illustrated to help the court, incumbent, and applicant for the position identify reasonable accommodations that may need to be made when an otherwise qualified person is unable to perform the job's essential functions because of a recognized disability covered by, and in accordance with, the requirements of the Americans with Disabilities Act.

While performing duties of this job, the employee regularly exhibits digital dexterity and eye-hand coordination when performing typing and other tasks. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when typing and using a computer screen. Job may involve operating and sitting in a vehicle.

This position description in no manner states or implies, and should not be construed as stating or implying, that it is a complete or exhaustive listing of the duties, responsibilities, qualifications for, and requirements of, an incumbent filling the position. The incumbent may be required to follow additional instructions and perform other duties required by a supervisor or designee.

The provisions of this position description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.

Effective date: 1.1.23