

Job Description: PRE-TRIAL SERVICES COORDINATOR

CLASS NO. 1065

EEOC CATEGORY:

Administrative Support

PAY GROUP: 110

FLSA:

Non-exempt

SUMMARY OF POSITION:

The Pre-Trial Services Coordinator is responsible for interviewing offenders at the Jail, reviewing eligibility for pre-trial services, making recommendations to the Court/Judges regarding offender eligibility for pre-trial services, supervising offenders placed on bonds through the pre-trial services program and reporting violation or status reports to the courts. The Pre-trial Services Coordinator will administer alcohol/drug testing on participants of the program and they will also notify the participants of any court setting/dates. The Coordinator will provide pre-trial services report and updates to the Judges as requested and be responsible for the data entry of the pre-trial cases into the database and update the database as needed. Additional responsibilities of the Coordinator are answering the telephone, greeting visitors, receipting payments, compiling daily deposits and any other duties as assigned by the supervisor(s).

ORGANIZATIONAL RELATIONSHIPS:

Reports to: The Board of Judges with supervision by the County Court at Law Administrating Judge.

Directs: This is a non-supervisory position.

Other: Works closely with the staff from the Court(s), District Attorney's office and Jail. This position requires contact with offenders and the general public.

EXAMPLES OF WORK:

Essential Duties*

Conduct interview for Pre-trial services.

Supervise a case load of Pre-trial bond cases.

Report violation(s) to the appropriate Court(s).

Entering basic information regarding courtesy supervisions, bonds and processing other data entries.

Receiving and receipting payments from clients; prepare daily deposits.

**for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

CLASS NO. 1065 (Continued)

Other Important Duties*

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: office procedures and equipment, including Microsoft Word and Excel.

Skill to: type and enter data with appropriate speed and efficiency. Must have outstanding organizational skills and be able to perform duties with minimal supervision.

Ability to: Work with staff, other departments, and the public in an effective, courteous, professional, and positive manner, on the phone and in person. Maintain confidentiality with respect to sensitive and confidential information.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent and experience in related or similar capacity is preferred.

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Valid Texas Drivers License

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