

# Yellowstone County

## Class Specification

<b>Class Title</b>	<b>Pretrial Services Supervisor</b>
<b>Class Code Number</b>	<b>3021</b>
<b>Grade</b>	<b>G</b>
<b>FLSA</b>	<b>Non - Exempt</b>
<b>EEO Function</b>	<b>Financial Administration (1)</b>
<b>EEO Category</b>	<b>Paraprofessional (5)</b>
<b>Date</b>	<b>September 2016</b>

### Job Summary

Completes interviews of incarcerated defendants; makes recommendations regarding conditions of release; responsible for administering all Yellowstone County subsidies and financial disbursements related to payments of pretrial monitoring fees and costs; hires, trains, and supervises Pretrial Services staff; responsible for the collection, summary, and presentation of data to measure the effectiveness of Pretrial Services at the request of the supervisor, County Commissioners, or other interested parties; performs related work as required.

### Distinguishing Class Features

Highly responsible work involving ascertaining risk and making release recommendations as well as hiring, training, and supervising staff and administering a \$350K+ pretrial financial needs program. Position exercises considerable independent judgment within the framework of existing laws and departmental policies. All final determinations regarding bond and/or release conditions are the sole and absolute discretion of presiding judges during the course of a pending case.

### Essential Job Duties and Responsibilities

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)*

- ☐ Administer felony and misdemeanor subsidy programs for monitoring/testing of indigent defendants (including determining eligibility, screening applications, coordinating funding with providers, securing additional funding, invoicing, payment requests, etc.);
- ☐ Maintain collaborative relationships with current and new providers as well as YCDF staff, especially with respect to subsidy funding for court-ordered monitoring/testing;
- ☐ Screen applications and interview, hire, train, and supervise Pretrial Services staff;
- ☐ Plan and assign the work of staff;
- ☐ Create and implement yearly budget for Pretrial Services and for subsidy programs;
- ☐ Work with Pretrial Services Coordinator to manage and implement special projects;
- ☐ Maintain professional relationship with YCDF command staff to make sure Pretrial Services operates within lines of authority and facility requirements/restrictions;
- ☐ Create, maintain, and update Pretrial Services' Policies and Procedures;
- ☐ Utilize validated risk assessment to make recommendation to court regarding release conditions; evaluate whether defendant's charges dictate generation of a risk assessment and examine documents prior to distribution to court(s) to ensure accuracy of data;
- ☐ Communicate daily with multiple parties across various disciplines (e.g., Judges, Courts, County Attorney's Office, providers, YCDF staff, attorneys, etc.);

- ❑ Research information in a variety of sources (e.g., Dept. of Corrections, FullCourt Enterprise, Booking records, databases, etc.);
- ❑ Attend video court proceedings in the detention facility (in close proximity to in-custody defendants), proof court documents for accuracy, and document hearing results in Minute entries;
- ❑ Interview in-custody defendants to gather information to screen for possible participation in targeted release program;
- ❑ Maintain and respect inmates' constitutional rights regarding self-incrimination and right to counsel during interview and assessment process;
- ❑ Complete in-person 'onboarding' interviews with in-custody defendants immediately prior to release as well as such interviews with walk-in defendants post-appearance in court;
- ❑ Screen records of incarcerated defendants to determine eligibility for bond review hearing, conduct interviews, verify collected information, and submit reports to the Court;
- ❑ Coordinate activities between pretrial service providers and the courts to ensure proper supervision on conditions of release;
- ❑ Develop and recommend goals, plans, and measurements of performance to ensure proper review of jail population and success of program, along with evaluation of data on diversion program effectiveness, including recidivism rates;
- ❑ Generate periodic reports as required regarding the overall project and present these reports to the Court, CJCC, and Yellowstone County Commissioners;
- ❑ Interact with state, federal, and local governmental agencies, as well as with private parties, to address a wide spectrum of issues that might arise;
- ❑ Recommend appropriate corrective actions to ensure attainment of programmatic objectives, accurate reporting, and compliance with regulations;
- ❑ Be responsive to issues raised by stakeholders, discover and implement innovative solutions;
- ❑ Attend meetings, conferences, and workshops;
- ❑ Remain familiar with current pretrial concepts and methods (e.g., NAPSA certification, online training, etc.);
- ❑ Ensure that all relevant laws and court rules and regulations are followed in processing information, including confidential information;
- ❑ Represent the County with integrity, professionalism, and a spirit of cooperation in all relationships as well as interactions with staff, the public, etc.
- ❑ Perform other related work as assigned.

<h2 style="margin: 0;">Required Knowledge and Abilities</h2>
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***Knowledge and understanding of:***

- ❑ Statutes (Montana Code Annotated), United States and Montana Constitutions, and other regulations as applicable to processes and procedures of District Courts and the Yellowstone County Justice Court;
- ❑ Court orders and related court processes and procedures;
- ❑ Risk assessment tools for offender assessment;
- ❑ Socioeconomic problems and their impact on behavior;
- ❑ Social services in Yellowstone County and function of human service agencies;
- ❑ Standard bookkeeping principles and practices;
- ❑ Business arithmetic, statistics, and English composition and spelling.

***Skill to:***

- ❑ Interview individuals in a secure environment to obtain objective information;
- ❑ Maintain an objective view on each individual inmate to ensure the absence of bias and produce comprehensive, impartial work;

- ❑ Maintain proper confidentiality of any privileged information, if disclosed;
- ❑ Observe safety and security procedures to ensure safety of the facility, personnel, and other inmates;
- ❑ Compose, edit, and proofread written materials under deadlines;
- ❑ Operate office equipment, personal computer, and database applications appropriate to assigned duties.

***Ability to:***

- ❑ Interview individuals charged with criminal offenses;
- ❑ Handle a wide variety and high volume of complex clerical and administrative support tasks concurrently while under the pressure of fixed deadlines;
- ❑ Meet challenges with resourcefulness through original thinking and creativity;
- ❑ Establish and maintain effective working relationships with judges, other employees and supervisory personnel, outside agencies, and the general public;
- ❑ Organize and coordinate a wide variety of materials, human schedules, and supportive actions;
- ❑ Promptly respond to and resolve confidential, difficult, and/or emotional complaints from staff, inmates, the general public, etc.;
- ❑ Assemble narrative and numerical/statistical data and produce reports; collect and interpret statistical data.

## Reporting Relationships

The work is performed under the general direction and supervision of the Yellowstone County Justice Court judges.

***Decision-making Authority:***

A position at this level will have the authority to make recommendations regarding risk and conditions of release of an inmate that poses a threat to community safety, to flee the jurisdiction, or otherwise fail to abide by conditions of release as determined by a presiding judge. The authority to determine risk and recommend pretrial supervision is based on objective information obtained during interviews and review of official records. No authority exists to detain an inmate or require specific conditions of pretrial supervision.

***Challenges and Problems:***

Supervise four staff, manage \$350K+ subsidy program, and interview in-custody defendants under time constraints in a large detention facility with numerous distractions and interruptions.

Job duties require close contact in a secured facility with individuals charged with criminal offenses, including violent crimes, which has the potential to affect personal safety.

## Minimum Qualifications

***Education/Experience/Training:***

- Bachelor's Degree in Public Administration, Social Work, Psychology, Criminal Justice, or closely related field; **and**
- One (1) years' office working experience, preferably in a criminal justice or legal environment; **or**
- Any equivalent combination of education, experience, and training totaling five (5) years.

***Special Requirement:***

- Must pass criminal background check prior to employment.
- Must be available to work between 6a and 6p, M-F.

***Desired Qualifications:***

- Experience as a probation officer, detention officer, prosecution or defense investigator, bail agent/licensee, or licensed counselor desired.
- National Association of Pretrial Services Agencies Certification;
- Experience in a correctional, criminal justice, or legal setting;
- Familiarity with legal terminology and/or progression of cases through legal system;
- Knowledge of interviewing techniques;
- Experience with FullCourt Enterprise and New World Corrections/LERMS.

<b>Working Conditions</b>
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***Essential Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to walk, stand and/or sit and use hands and fingers to operate computers, and other office equipment;
- The employee frequently is required to reach with hands and arms. The employee must occasionally lift and/or move journals or large binders;
- Specific vision abilities required by this job include close and far vision, the ability to adjust focus while operating computers and viewing into monitors, to read paper documents and operate computers and other office equipment, and to carefully observe the behavior and activities of defendants;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Personal mobility that permits the ability to interact safely with defendants and access files and other materials in the office;
- Attendance and punctuality are essential functions of this position.

***Working Conditions:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to potentially hazardous situations, which may involve physically violent persons, or interviewing mentally or emotionally disturbed persons;
- Potential exposure to contagious diseases, blood borne pathogens, body fluids, and toxic substances;
- Work desk is within a small office space shared among employees and adjacent to the lobby of the facility, which is accessed by the public, so there is a lack of personal space and privacy;
- Noise level in the work environment varies from moderate to loud and odors and/or language are frequently objectionable.

Accepted - Board of County Commissioners

Date Stamp

October 6, 2016

Amended (Title Change):

April 29, 2025