

SENIOR COURT SERVICES OFFICER

GRADE 34

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs technical work planning, assigning, supervising and participating in monitoring the compliance of court ordered sanctions for offenders; does related work as required. Work is performed under minimal supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, assigning, supervising and participating in providing probationary supervision for offenders; monitoring compliance with court ordered sanctions; testifying in court; preparing and maintaining files and records; preparing and reviewing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; directs work, counsels, disciplines and completes employee performance appraisals; interviews applicants; makes hiring recommendations; recruits and trains interns.
- Coordinates daily work activities; monitors status of work in progress and inspects completed work; provides technical expertise.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Conducts file audits of case records and thereafter consults with staff to discuss findings and assist with problem situations; participates in interview process of applicants and assists in training new staff members.
- Interviews defendants at the local jail who have been recently arrested prior to their arraignment in court; obtains information regarding residential/employment status, references, educational background, substance abuse and treatment history, health issues and criminal history; assists in filling out court financial forms to determine accuracy by contacting references, employers, conducting record checks; inputs all information received into PTCC database which produces pretrial report; conducts pretrial risk assessment on defendant to determine risk level; prepares summary of pretrial report and risk assessment to include bond recommendation; delivers to appropriate court.
- Attends court for arraignments and bond hearings and testifies as needed.
- Supervises case load of defendants who have been released on bond and placed under pretrial services supervision; meets with pretrial defendants on a weekly basis to ensure compliance with court order and bond conditions.
- Refers defendants to appropriate remedial resources such as substance abuse treatment, mental health, anger management, etc.; conducts random urinalysis screens and alcohol level screens using breathalyzer.
- Prepares and completes various letters, reports, correspondence, forms, case log notes, transfer requests, monthly progress reports, capiases and show cause requests, laboratory urinalysis forms and other documents.
- Attends various meetings; serves on various boards or committees and gives presentations/speeches as needed.
- Conducts local and VCIN/DMV record checks on a regular basis.
- Performs the duties of director in absence of same; attends meetings/functions as designated by director.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, objectives, and techniques of counseling and social casework; thorough knowledge of the techniques and means of interviewing and investigating; general knowledge of casework methods and control practices; ability to conduct interviews and investigations and analyze attitudes and behavior problems objectively; ability to interpret Court code sections and other legislation; ability to plan and supervise the work of subordinates; ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with court personnel, parties to cases, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major work in sociology, psychology or related field and considerable experience in as a Court Services Officer.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of VCIN/NCIC and Basic Community Corrections Officer certification. May require bilingual abilities depending on departmental assignment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.