

**BUTLER COUNTY COMMON PLEAS COURT
POSITION DESCRIPTION**

POSITION TITLE: Pre-Trial Services Manager

JOB LOCATION: 824 S. MLK Boulevard Hamilton, Ohio 45011

SALARY RANGE: \$57,400 TO \$87,170 Per Annum
(\$29.44 TO \$44.70 Per Hour)

DATE: 01/04/2019 through 01/25/2019

APPROVED BY: Wayne G. Gilkison, Court Administrator

- I. Job Function and Summary - See attached position description
- II. Minimum Qualifications
 - A. Education, Experience and Training
 - 1. Bachelor's degree from accredited college or university with major course work in Criminal Justice, Corrections, Social Work or related field preferred.
 - 2. Prior experience in Community Corrections or related Criminal Justice field may be considered.
 - 3. Experience supervising employees, preferred.

B. Knowledge and Skills

1. Knowledge of the principals of community corrections.
2. Knowledge of the principals, methods, techniques and practices of probation and pre-trial casework.
3. Knowledge of the psychological concepts of behavior, social adjustment and emotional stability.
4. Knowledge of the laws, rules and regulations related to probation and pre-trial supervision.
5. Skills to collect, compile, review data tends to support staffing levels and programmatic needs.
6. Skill to effectively motivate and counsel employees.
7. Skill in public speaking.
8. Ability to communicate ideas and instructions clearly and concisely.
9. Ability to coordinate with other staff, departments, officials, agencies, organizations and the public.

III Additional Requirements With or Without Reasonable Accommodation

- A. Ability to climb stairs, walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, hear with aid, see, write, count, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, obtain/maintain a valid Ohio driver's license.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, chemicals used for urinalysis, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus or airplane.
- C. Equipment (machines, tools and devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, urinalysis equipment, telephone and automobile.

IV Application Process

Submit a departmental application; which may be obtained on the Butler County Common Pleas Court website (www.bccommonpleas.org). The application is located under the link to downloadable documents. The application should be accompanied with a detailed resume', and cover letter.

You should mail your detailed resume', completed application, along with cover letter to:

Wayne Gilkison
Butler County Courthouse, 3rd Floor
315 High Street
Hamilton, Ohio 45011
(513)785-5851

You may e-mail the documents to gilkisonwg@butlercountyohio.org in lieu of mailing them.

All applications submitted via the postal service must be post marked by the closing of this posting

POSITION DESCRIPTION
BUTLER COUNTY COMMON PLEAS
General Division
315 High Street,
Hamilton, Ohio 45011

CLASSIFICATION TITLE: **PRE-TRIAL MANAGER**

FLSA STATUS:	Exempt	EMPLOYMENT STATUS:	Full
CIVIL SERVICE STATUS:	Unclassified	WORK SCHEDULE:	7.5 hours daily
REPORTS TO:	Deputy Director	Schedule determined by Deputy Director	
SALARY: \$57,400 TO \$87,170 Annually (\$29.44 TO \$44.70 Per Hour)			

FUNCTION:

Under the direct supervision of the Deputy Director, the Manager is an administrative and management level position that manages an assigned unit involved in the supervision of pre-trial release offenders, screening of all pre-disposition defendants accused of committing felonies, as well as managing administrative staff. The employee is responsible for creating and developing programming and for managing unit and team operations. The employee may occasionally have to respond to emergency situations during off hours. Managers are assigned to a specific unit. Although each manager may typically be assigned to a regular work unit with a designated area of function, each may be reassigned at any time or required to temporarily fill in at the discretion of the Deputy Director and or Court Administrator.

MAJOR DUTIES AND EXPECTATIONS:

All members of the management team manages the day-to-day operations of investigative, case management, community resources, delegates work, plans priorities, reviews completed work and ensures compliance with requirements, policy and quality work standards. Ensures manageable workloads. Supervises Pre-Trial Services officers and support staff in performance of job duties and responsibilities. Assigns and coordinates work, evaluates performance and ensures work complies with quality standards, policy and regulatory requirements.

- Conducts regular individual staffings to discuss problems and issues concerning operations, personnel and management issues.
- Conducts monthly unit meetings and disseminates information about operations, management and policy and procedures.
- Monitors and approves sick and vacation leave to assure office coverage.
- Completes probationary and annual performance evaluations on all unit members and maintains responsibility for first-line disciplinary actions; recommends entry-level hiring as well as suspension and discharges from employment.

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- Approves leave requests.
- Resolves complaints.
- Provides training and orientation to new and promoted staff and works with the Deputy Director in establishing training agenda.
- Coordinates programming and casebooks and conducts casebook audits.
- Covers or assists in the coverage of vacant casebooks.
- Maintains contact with the Court, Court departments and outside agencies and organizations involved with offenders.
- Reviews reports for accuracy and appropriateness of content, format and recommendation.
- Proofs all work submitted for processing by unit members and signs off on all final reports.
- Monitors and tracks offenders who are incarcerated through daily show-up reports and jail lists.
- Reviews staff member reports and compiles unit statistics. Monitors and evaluates program outcomes through analysis of reports and recorded data.
- Meets with officers to staff recommendations and make independent judgments as to their defendants (i.e., revocation/violation, arrests, treatment issues and other matters).
- Serves as intermediate sanction by meeting with officers and offenders to gain defendant's compliance with Court orders or serve notice of consequences for failure to comply.
- Addresses grievances initiated by defendants.
- Maintains responsibility for ensuring that office equipment and vehicles remain in good working order and are maintained or repaired as necessary. Requests needed equipment and initially approves office supply requests.
- Maintains working relationship with community agencies and criminal justice agencies to provide goods and services, information and volunteer opportunities.
- Networks with various agencies and service providers and makes assessments and referrals.
- Maintains workload statistics and completes state required data forms.
- Follows additional policy or procedures of assigned special programs.
- Accepts assignment of special duties by the Deputy Director of Court Services or the Court Administrator.
- Completes office, home or field contacts as required.
- Participates/assists in arrests as needed.
- Observes urine sample collections and assures that the results are recorded in the appropriate data bases.

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- Maintains contact with officers in the field to assure safety.
- Participates in and facilitates/arranges training and other job related courses.
- Accepts assignment of special duties by the Deputy Director of Court Services, Court Administrator, or Judges.

Other

- Complete courses as assigned in the Department of Court Services self-defense and arrest procedures
- May act as the Chief in the absence of the Chief Probation Officer
- Create an open, orderly and professional work area, maintain forms, files and records in an organized manner
- Maintain confidentiality in regards to cases pending in Common Pleas Court and refrain from discussion of any court related matters by any means of communication including social media
- Perform all other duties as deemed necessary by appointing authority or their designee

QUALIFICATIONS:

B.A. or B.S. Degree in Corrections, Social Work, Criminal Justice, Business Management or a related field. Prior experience and education in Law Enforcement, Office Management or related field may be considered.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must have and maintain a valid Ohio driver's license and satisfactory driving record.

PHYSICAL EFFORT AND WORK ENVIROMENT:

Exposure to general office chemicals; possible contact with potentially violent or emotionally distraught persons; exposure to threatening situations; work in the proximity of use of firearms; potentially vicious animals in the community; or handle urine and exposure to bodily fluids.

COURT EXPECTATIONS OF EMPLOYEE:

In completing the duties and responsibilities of this position, the Court expects the incumbent will adhere to all Court policies, guidelines, practices and procedures; be conscientious about meeting Court productivity standards, communicate regularly with Director of Chief PO about Court issues; model high ethical conduct on and off the job, exhibit a professional and respectful demeanor with all Court employees, the public, defendants or other persons whom we come in contact with.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability the job duties and requirements specified in this position description.

(Employee Signature)

(Date)