



Cleveland Municipal Court

Judicial Division –Job Description

Job Title:	Intake Officer	Salary Grade:	3
Department:	Pretrial Services	Salary:	\$31,200.00
Reports To:	Director	Date Created:	June 2018
FLSA Status:	Non-Exempt (Full-time)	Date Revised:	N/A
Shift:	2 nd or 3 rd Shift, Weekends, Holidays		

POSITION SUMMARY

The primary responsibility of the Intake Officer is to interview and screen arrestees in order to gather information for the bail evaluation process and pretrial services. The position will also assist in obtaining background information and determining the level of pretrial services intervention required. The Intake Officer will obtain information from jailed persons who may be violent, disorderly, chemical dependent or mentally disturbed. Duties include working cooperatively with the team and other agencies to support and advance the mission of Pretrial Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Interviews individuals who have been arrested and charged with a misdemeanor crime and are being held prior to arraignment at the Cleveland Municipal Court
2. Informs detainees of purpose of bail investigation, reviews pretrial services, and obtains the detainees consent.
3. Gathers and compiles information necessary to complete the bail evaluation process. Verifies background information provided by the defendant.
4. Completes data entry of information into the Pretrial database. Prepares thorough and accurate investigation reports and make appropriate recommendations.
5. Assist Pretrial Release and Supervision Officers in carrying out investigations and pretrial tasks.
6. Conveys and receives information in person and over the telephone, as well as by automated means.
7. Review and audit the information collected for accuracy and integrity.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

- Ability to communicate with and gather information from pretrial detainees who may be violent, disorderly, chemically dependent or mentally disturbed.
- Ability to interpret and condense information quickly and accurately.
- Ability to maintain confidentiality of sensitive pretrial information.
- Ability to participate in a teamwork atmosphere.
- Ability to communicate effectively with co-workers, supervisors, defendants, judges, Sheriff's, Office staff and Clerk's Office staff.
- Ability to learn and utilize various computer systems utilized by Pretrial Services.
- Ability to operate standard office equipment including computer, copier, calculator, and fax machine.

EDUCATION and/or EXPERIENCE

A high school diploma or its equivalent; two years of college at an accredited institution, preferred. Criminal justice or pretrial experience is a plus. Must be willing and able to become LEADS certified.

PHYSICAL DEMANDS

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.

WORK ENVIRONMENT

The intake responsibilities may take place in the jail facility and operate 7 days per week. High noise level in jail setting. Will be required to work holidays and weekends. 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.

This position may involve controlled exposure to intoxicated, belligerent, or potentially violent offenders in court or a community agency environment.

COURT EXPECTATIONS of EMPLOYEE

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing and 180-day probationary period.



Cleveland Municipal Court General Division-Job Description

Job Title:	Release Officer	Salary Grade: 4
Department:	Pretrial Services	Starting Salary: \$35,193 - \$42,230
Reports To:	Director	Date Created: June 2018
FLSA Status:	Non-Exempt	Date Revised: N/A
Shift:	1 st or 2 nd Shift, Weekends, Holidays	

POSITION SUMMARY

The Pretrial Release Officer conducts investigations and prepares reports to assist the Judges in determining the most appropriate pretrial plan to assist individuals. Work involves screening arrestees in order to gather information for the bail evaluation and to determine the level of pretrial services intervention required. Duties include working cooperatively with the team and other agencies to support and advance the mission of Pretrial Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Interviews individuals who have been arrested and charged with a misdemeanor crime and are being held prior to arraignment at the Cleveland Municipal Court
2. Informs detainees of purpose of bail investigation, reviews pretrial services, and obtains the detainees consent.
3. Gathers and compiles information necessary to complete the bail evaluation process. Verifies background information provided by the defendant.
4. Prepares and presents completed bail report with release eligibility recommendation to the court. Participates in court arraignment hearings.
5. Identify potential participants for Specialized Dockets and/or other pretrial services and make appropriate referrals.
6. Verifies defendants current bond status and provides current bond status updates to the Sherriff's Office and Clerk of Courts Office.
7. Helps to coordinate overall pre-arraignment activities for the assigned shift.
8. Completes data entry of information into the Pretrial database. Prepares thorough and accurate investigation reports and make appropriate recommendations.
9. Maintain data and prepare monthly statistical reports.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

- Ability to maintain confidentiality of sensitive pretrial information.
- Ability to participate in a teamwork atmosphere.
- Ability to communicate effectively with co-workers, supervisors, defendants, judges, Sheriff's Office staff, and Clerk's Office staff.
- Ability to learn and utilize various computer systems utilized by Pretrial Services
- Ability to operate standard office equipment including computer, copier, calculator, and fax machine.
- Ability to exercise good judgment, tact and diplomacy.
- Good problem solving skills.

EDUCATION and/or EXPERIENCE

Bachelor's Degree, preferably in Psychology, Sociology, Criminal Justice or related field required. Must be willing and able to become LEADS certified.

PHYSICAL DEMANDS

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.

WORK ENVIRONMENT

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.

This position may involve controlled exposure to intoxicated, belligerent, or potentially violent offenders in court or a community agency environment. May be required to work in a jail setting which has a high noise level.

COURT EXPECTATIONS of EMPLOYEE

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing and 180-day probationary period.



Cleveland Municipal Court General Division-Job Description

Job Title:	Supervision Officer	Salary Grade:	4
Department:	Pretrial Services	Starting Salary:	\$35,193-\$42,230
Reports To:	Director	Date Created:	June 2018
FLSA Status:	Non-Exempt	Date Revised:	N/A
Shift:	Varied/On Call		

POSITION SUMMARY

The Pretrial Supervision Officer conducts case management of pretrial non-financial release with the major emphasis placed upon high risk cases and/or those persons diverted from traditional case processing. Cases are reviewed to ensure that the individual is complying with release requirements and that they are aware of future court dates. Duties include working cooperatively with the team and other agencies to support and advance the mission of Pretrial Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews conditions of release/diversion with clients granted release or diversion.
2. Manages individual caseload and maintains and monitors all conditions and reporting requirements.
3. Determines level of risk; reviews all assigned cases.
4. Provides community services referral information to clients; makes appropriate referrals.
5. Reports to Court non-compliance of condition of release or diversion.
6. Takes appropriate action for defendants who fail to appear.
7. Prepares, distributes, and presents information to the Court involved specialized cases.
8. Conduct investigations, including interviews, and document thorough and accurate information.
9. Provides individuals with guidance and counseling to alleviate problems which can lead to failure to appear.
10. Prepares and presents completed bail report with release eligibility recommendation to the court. Participates in court arraignment hearings.
11. Verifies defendants current bond status and provides current bond status updates to the the Sheriff's Office and Clerk of Courts Office.
12. Helps to coordinate overall pre-arraignment activities for the assigned shift.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

- Ability to maintain confidentiality of sensitive pretrial information.
- Ability to participate in a teamwork atmosphere.
- Ability to communicate effectively with co-workers, supervisors, defendants, judges, Sheriff's Office staff, and Clerk's Office staff.
- Ability to learn and utilize various computer systems utilized by Pretrial Services
- Ability to operate standard office equipment including computer, copier, calculator, and fax machine.
- Ability to exercise good judgment, tact and diplomacy.
- Good problem solving skills.

EDUCATION and/or EXPERIENCE

A Bachelor's degree in criminal justice, Psychology, Sociology, or a related field. One year pretrial experience preferred. Must be willing and able to become LEADS certified.

PHYSICAL DEMANDS

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.

WORK ENVIRONMENT

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.

This position may involve controlled exposure to intoxicated, belligerent, or potentially violent offenders in court or a community agency environment. May be required to work in a jail setting which has a high noise level.

COURT EXPECTATIONS of EMPLOYEE

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing and 180-day probationary period.



Cleveland Municipal Court Judicial Division-Job Description

Job Title:	Coordinator	Salary Grade:	6
Department:	Pretrial Services	Salary:	\$45,493 - \$54,590
Reports To:	Director	Date Created:	June 2018
FLSA Status:	Exempt	Date Revised:	N/A
Shift:	Day/On Call		

POSITION SUMMARY

The Pretrial Services Coordinator position is a highly responsible administrative position in the Pretrial Services Department. An individual in this position provides oversight and coordination of pretrial responsibilities. This position may be required to provide general direction to Pretrial staff members. Duties also include working cooperatively with the team to support and advance the mission of Pretrial Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for monitoring activities and performance to ensure quality objectives are met. Ensures that accurate information is entered into the databases.
2. Assist in the development and implementation of pretrial services.
3. Keeps the Director informed of the status of work, progress achieved, problems encountered, etc.
4. Researches and suggests new methods or ways of doing job tasks. Supports the implementation of new practices, procedures, or policies as directed.
5. Serves as a liaison for the Pretrial staff and the Director, courtroom staff, attorneys, court employees, and employees with different agencies.
6. Responsible to train and assist Pretrial staff.
7. Monitor pretrial performance and provide statistical reports. Maintains accurate documentation.
8. Verifies the completion of all necessary paperwork and daily assignments.
9. Fills in for Pretrial staff, when needed.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

As a designee of the Director, may be required to provide direction to Pretrial staff members.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

- Knowledge of evolving social practices, services, and procedures involving assessment of needs, release options, and suitability for various programs.
- Knowledge of pretrial policies, procedures, and release philosophy.
- Knowledge of data processing, analysis and research.
- Ability to maintain confidentiality of sensitive pretrial information.
- Advanced knowledge of the court system.
- Ability to communicate effectively and tactfully with the public.
- Ability to organize and effectively delegate job responsibilities.
- Ability to operate standard office equipment such as phone system, computer, copier, calculator and fax machine.
- Ability to establish and maintain effective working relationships with other employees

EDUCATION and/or EXPERIENCE

A Bachelor's degree in Criminal Justice, Psychology, Sociology, or a related field required. Five years experience in criminal justice required. Pretrial experience and/or the National Association of Pretrial Services Agencies (NAPSA) Level One or Two Certification, preferred. Must be willing and able to become LEADS certified.

PHYSICAL DEMANDS

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WORK ENVIRONMENT

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COURT EXPECTATIONS of EMPLOYEE

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing and 180-day probationary period.



Cleveland Municipal Court General Division-Job Description

Job Title:	Director	Salary Grade:	9
Department:	Pretrial Services	Salary:	\$60,083.00-\$72,100.00
Reports To:	Deputy Court Administrator	Date Created:	December 1, 2017
FLSA Status:	Exempt	Date Revised:	N/A
Shift:	Day/On Call		

POSITION SUMMARY

The Pretrial Services Director is responsible for the administration of the Pretrial Services Department. Duties include management, supervision, and execution of pretrial release services and practices as established by the Court, including impartial investigation and evaluation of pretrial detainees for bail and diversion, pretrial monitoring and supervision, defendant treatment intervention services and program referrals, and Pretrial Services management of information systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Delegate assigned duties and supervises staff.
2. Develop and maintain operating procedures and policies, including long range planning, and recommends innovative programming.
3. Provide general supervision of projects and provides appropriate crisis intervention when necessary.
4. Act as liaison with internal departments and external criminal justice agencies. Will represent the Court on various boards, committees, and community projects.
5. Evaluate performance of staff and recommends staff.
6. Responsible for ensuring consistent implementation of all policies, procedures, and practices of the department and Court.
7. Develop means of evaluating programs and measuring outcomes.
8. Provide quality service that continuously improves, that meets or exceeds public expectations, and that ensures all are treated with courtesy, dignity, and respect.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

This position supervises the Pretrial Services Department.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

1. Seven years experience in criminal justice required
2. Knowledge and understanding of pretrial concepts.
3. Ability to coordinate activities of the Department.
4. Ability to motivate staff to complete work timely while maintaining quality.
5. Ability to plan, assign, supervise and evaluate the work of subordinates.
6. Ability to maintain confidentiality of sensitive agency information.
7. Ability to establish and maintain effective liaisons with other criminal justice agencies.

EDUCATION and/or EXPERIENCE

A Bachelor's degree in criminal justice, Psychology, Sociology, or a related field and five years of management and criminal justice experience. Any combination of training and work experience, which indicates possession of the skills knowledge and abilities listed above.

PHYSICAL DEMANDS

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WORK ENVIRONMENT

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COURT EXPECTATIONS of EMPLOYEE

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

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