

JOB ANNOUNCEMENT

EMPLOYMENT POSTING

Position: Pre-Trial /Personal Bond Officer

Pay: Beginning at 11.00/hr. plus benefits or up to 12.00 per hr. depending on education & experience

Reports to: Deputy Director

POSITION OPEN UNTIL: 03/01/2019

Primary tasks: Manage the tasks and responsibilities required to provide assistance under the direction of the Deputy Director who oversees the personal bond and pretrial services provided to the Courts and Department. Shall conduct UA testing, office visits and perform defendant intake. Extensive key boarding and some data entry shall also be required.

Major Activities: Conduct jail intake and interviews of defendants. Responsible for the supervision of *Misdemeanor/ Felony* personal bond/pre-trial cases. Ensure that defendants released on personal bond/pre-trial comply with personal bond/pre-trial conditions. Work with Deputy Director to arrange for court appointed counsel as necessary. Will notify defendants of scheduled court appearances. Send out required failure to report letters. Report non-compliance to the courts in a timely manner. File necessary motions for violations of personal bond/ pre-trial conditions. May be involved in the apprehension process of certain defendants who reside within the state of Texas. Review cases for monthly report and make necessary corrections to caseload report. Determine arrearages of defendants for mail outs. Data entry of all personal bond/pretrial information. Prepare personal bond/pretrial folders. Grade Screening Instruments and assess problem areas. Operate TLETS for the purpose of generating Criminal History Reports. Must be willing to assume other duties or responsibilities as assigned by Supervisor or Management.

Skills needed: Must be able to comprehend and comply with departmental policy and procedures, case records and related documents to personal bond/pretrial supervision/diversion records. Excellent oral, written, key boarding and communication skills.

Qualifications: *Preferred* Education: High School Diploma minimum. Preferred Associates, or any continuing education past high school level or work experience in general criminal justice or social services field also desired.

Additional Requirements: Prefer fluency in both Spanish and English. Fluency must extend to the capability to provide instructions and explain policy and/or procedures, must be able to respond to telephone inquiries in Spanish. Must possess a valid Texas Driver's License; shall have a telephone number at which person can be reached; shall have reliable transportation, shall have the appropriate automobile insurance; and shall be computer literate and capable of passing a computer skills test. Must be willing to work weekends. Must meet attendance requirements – attend work on a daily basis without unexcused absences. Must be able to pass background check and drug test.