

EMPLOYMENT POSTING

Position: Pre-Trial Bond Officer

Pay: Contingent upon Experience and skills

Reports to: Deputy Director of Operations

Supervises: N/A

CLOSED WHEN FILLED

Primary tasks: Manage the tasks and responsibilities required to provide assistance to the pretrial/bond coordinator who oversees the personal bond and pretrial services provided to the Courts and Department. Shall conduct UA testing, prepare PSI reports and perform defendant intake. Extensive key boarding shall also be required.

Major Activities: Conduct jail intake and interviews of defendants. Determine eligibility of defendants for personal bond. Assess personal bond fees. Responsible for the supervision of personal bond cases. Ensure that defendants released on personal bond comply with personal bond conditions. Work with Court Coordinators to arrange for court appointed counsel as necessary. Work with Court Coordinators to notify defendants of scheduled court appearances. Send out required failure to report "FTR" letters. Report non-compliance to the courts in a timely manner. File necessary motions for violations of personal bond 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. Interact with other departmental agencies to obtain and confirm defendant information in the preparation of the pre-sentence investigation reports. 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 as well as techniques involved in the preparation of pre-sentence investigation reports, case records and related documents to personal bond/pretrial supervision/diversion records. Excellent oral, written, key boarding and communication skills.

Qualifications: Preferred Education: Minimum 60 college hours or a Bachelor's of Arts/Sciences from an accredited institution of higher learning. A minimum of two years work experience in the general criminal justice or social services field is 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 excessive absences (more than two consecutive days a month).