

KENDALL COUNTY CLASS SPECIFICATION

CASE MANAGER I

Department: Pretrial Services

Report to: Director

Date Approved:

FLSA: Non-Exempt

Work Status: Full time

EEO Category: Administrative Support

GENERAL SUMMARY

Under general supervision, the purpose of the position is to perform the functions of the County's Pretrial Services Department in compliance with the plans established by the District Court, County Court at Law and state law. Provide the courts, the public, attorneys, other criminal justice agencies, and criminal defendants up to date and accurate information.

ESSENTIAL FUNCTIONS

Supervises clients granted release during the pretrial period and ensures defendants comply with pretrial court orders.

Screens defendants and determines indigence for appointment of counseling.

Counsels defendants, prior to release from custody, regarding special conditions while on release, including program referrals and advises regarding court appearances.

Identify defendants with mental health and substance abuse needs and veteran status.

Assess behavioral indicators and criminal records to assist the courts in identifying defendants who may post a public safety risk.

Recommend to the courts bond amounts, conditions of bond, and changes to bond conditions.

Report to Court the client's performance.

OTHER DUTIES/RESPONSIBILITIES

Prepares jail and court reports in conformance with departmental guidelines.

Monitors District and County Court dockets to ensure individuals are represented by counsel prior to appearing as practicable.

Facilitate electronic monitoring and install equipment, if necessary.

May be required to collect UA specimens from clients.

Work weekends, holidays, and afterhours if necessary.

Other duties as assigned.

EXPERIENCE AND TRAINING

Bachelor's Degree in Criminal Justice or law related field preferred; experience may substitute for education; three to five years' experience in indigent defense or pretrial services.

LICENSES AND CERTIFICATIONS

Valid Texas Driver's License

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Office procedures and equipment.
- Computer equipment.
- Bilingual in English/Spanish, preferred.

Ability to:

- Utilize various advisory and design data and information such as budgets, reports, documents and files.
- Communicate verbally and in writing.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with the general public, departmental customers and various County personnel.
- Follow safe work practices including workplace safety policies and procedures.
- Work within secure jail settings with criminal offenders.
- Prolonged periods sitting at a desk and working on a computer.
- Exert light physical work in an office environment in a mainly sedentary position.

Equal Opportunity

Kendall County will not discriminate on the basis of race, color, religion, national origin, sex, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by state or federal law or where a bona fide occupational qualification (BFOQ) exists. Employees who need an accommodation as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.

Note: Pending CC Approval