



PLEASE POST

THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

POSITION POSTED: Pretrial Services Specialist
SALARY: \$37,300.00
DATE POSTED: October 15, 2020 – October 29, 2020

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree from an accredited college or university required, Bachelor’s degree in Criminal Justice, Psychology or Social Science preferred.
- Two years of investigative or case management experience, broad knowledge of the criminal justice system and processes.

DESCRIPTION OF WORK:

Under general supervision of the Division Head or Designee and in accordance with established statutes and policies, interviews and investigates defendants; makes oral and written recommendations for bonds and conditions; supervises defendants released on bond; provides preliminary sentencing guideline assessments, and prepares various statistical reports.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant’s qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Written Examination	50%
Interview	50%

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****

**Third Judicial Circuit of Michigan
Office of Human Resources**

Classification Code: 0200-0011

Date Issued: 07/08/2015

TITLE: PRETRIAL SERVICES SPECIALIST

SUMMARY:

Under general supervision of the Division Head or Designee and in accordance with established statutes and policies, interviews and investigates defendants; makes oral and written recommendations for bonds and conditions; supervises defendants released on bond; provides preliminary sentencing guideline assessments, and prepares various statistical reports. Employees in this title are expected to maintain a professional appearance and demeanor.

ESSENTIAL FUNCTIONS:

- Locates, verifies and interprets background information and criminal history records of defendants charged with a crime; reviews investigation reports of law enforcement agencies; interviews defendants and their families.
- Identifies defendants who pose a risk of flight, are a danger to the community, or have language barriers at the time of arraignment.
- Evaluates and prepares a recommendation regarding bond, applicable conditions, and statutory maximum penalties for felonies.
- Instructs defendants regarding conditions and responsibilities while on bond and develops an effective supervision plan for persons on pretrial release.
- Updates and maintains all defendant related records.
- Facilitates defendant's contact with the Court.
- Conducts immediate follow-up on defendants who fail to appear for court; notifies the Court of defendants who are non-compliant with bond conditions; and prepares recommendations for show causes and/or revocation of bond when appropriate.
- Implements surrender techniques to persuade defendants to return to court.
- Formulates a preliminary sentencing guideline assessment.
- Acts as a liaison between the Courts, Department of Corrections and law enforcement agencies on wanted persons.
- Advises the County Clerk of invalid information and dispositions in the Court's case management system.
- Operates computers, copy machines and other office equipment.
- Compiles and analyzes statistical data.
- Performs clerical functions and other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university required, Bachelor's degree in Criminal Justice, Psychology or Social Science preferred.
- Two (2) years of paid investigative or case management experience, broad knowledge of the criminal justice system and processes.
- Must possess (at time of application) and maintain a valid Michigan driver's license, no fault insurance and access to a vehicle to use in the performance of assigned duties.
- Experience using MS Office Suite and relevant software and systems.

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TITLE: PRETRIAL SERVICES SPECIALIST

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to apply general rules to specific problems to produce positive results.
- Ability to ask and answer questions and to explain Court procedures to internal and external customers in a courteous and professional manner.
- Ability to communicate information and ideas effectively, both verbally and in writing, so that others can understand.
- Ability to deal calmly and effectively in high stress situations.
- Ability to discern deception and act accordingly.
- Ability to establish and maintain effective working relationships with coworkers, employees, officials and external contacts.
- Ability to interact with individuals from various backgrounds and to understand the speech of another person.
- Ability to meet and interact with the public and deal courteously and effectively with their questions or problems, seeking assistance when needed.
- Ability to operate office equipment.
- Ability to understand and carry out verbal and written instructions and to request clarification when needed.
- Ability to use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Broad knowledge of the community and its resources.
- Excellent interpersonal and verbal communication skills for dealing with law enforcement agencies, community service providers and all courts.
- Excellent written communication skills for preparing reports and recommendations.
- General knowledge of state pretrial services legal requirements, court rules, policies and procedures.
- Knowledge of law enforcement automation systems.
- Skill in applying various statutes, their applications and implementing regulations.
- Skill in managing one's own time, as well as the ability to meet deadlines.
- Working knowledge of Court processes and procedures.

WORK ENVIRONMENT:

- Normally a typical customer service office environment with minimal exposure to excessive noise.
- Employees in this title may encounter individuals who may be under duress.
- Employees in this title will be required to perform duties in prisoner detention areas.

PHYSICAL REQUIREMENTS:

- Sitting at desk for long periods of time to perform job functions.
- Ability to read, write and interpret written documents.
- Use hands to manipulate, handle, feel, and control items or equipment.
- Walk, bend, reach, stand and sit.
- Talk, hear, and communicate with clients, co-workers, and others.
- Ability to operate a motor vehicle.

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TITLE: PRETRIAL SERVICES SPECIALIST

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Candidates considered for placement in this job title will be subject to a criminal background investigation and subsequent fingerprinting every five years.
- Employees in this title may be assigned to work on some evenings, Saturdays, Sundays, and holidays.
- Employees in this title may be required to travel to other work locations
- Must possess (at time of application) and maintain a valid Michigan driver's license, no fault insurance and access to a vehicle to use in the performance of assigned duties.
- Employees in this title will be required to perform duties in prisoner detention areas.

The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

NOTES:

07/08/2015 Updated for content.
06/01/2017 Updated for content and format