

COURT SERVICES OFFICER I

CODES/PAY RANGE

Class Code: 5319

EEO Code: B

Pay Range: 118

MAJOR FUNCTION

Responsible, professional work in the Court Administrator's Office involving case management duties for the Volusia County Pretrial Services or Teen Court Programs.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Pretrial Services:

Interviews defendants and verifies statements to determine eligibility for pretrial release. Researches criminal records.

Assures defendant compliance with all conditions of the pretrial release or other such supervision.

Provides judicial support.

Maintains confidential, accurate records on each defendant and submits case disposition reports and summaries as required by supervisor.

Updates computer in CJIS and PC systems.

Provides court services at First Appearance.

Performs related duties as required.

Teen Court:

Interviews teen participants and parents/guardians to explain program and options. Monitor progress of participants. May recruit program volunteers and/or give presentations to local schools. Assist with Teen Court night as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of court procedures. Knowledge of jail booking and release procedures. Knowledge of laws and procedures relating to maintenance of confidential court records.

Knowledge of interviewing techniques.

(Court Service Officer I - cont.)

Ability to become familiar with criminal justice agencies and applicable community resources. Ability to establish and maintain an effective working relationship with these resources. Ability to learn and operate various criminal justice information systems. Ability to communicate effectively orally and in writing. Ability to maintain accurate records.

Ability to coordinate and direct the activities of volunteers (as it applies to Teen Court).

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Social Science or related field.

Must have no felony convictions.

A comparable amount of education, training and experience may substitute for the minimum qualifications on a year for year basis.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical and professional manuals, documents, abstracts, procedures and policies; legal documents, memos, letters and summaries. Ability to perform general mathematical functions. Ability to speak clearly and concisely, relating technical information, data and details to layman. Ability to write complex reports relating information.

Physical Demands: Sedentary work. Ability to talk.

Environmental Demands: Inside work.

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