

COURT SERVICES OFFICER II

Class Code: 5320

EEO Code: B

Pay Range: 122

MAJOR FUNCTION

Responsible, professional counseling work and/or pretrial investigations with the Court Administrator's Office.

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.)

Provides judicial support. Interviews jail inmates to determine risk of release. Attends court hearings as required. Interviews defendants to inform them of the conditions of their agreement or order, program rules, and to determine specific needs to be addressed.

Assures defendant compliance with all special conditions of orders or agreements.

Prepares appropriate court documents to include orders, revocations, etc. as necessary.

Maintains confidential, accurate records on each defendant. Submits case disposition reports and summaries as required by the court.

Provides court management services at First Appearance. Performs related work as required.

Provides court ordered urinalysis testing in the on-site lab for various program participants and defendants and ensuring that the results are delivered properly and timely. May appear in court to testify regarding test results and related information.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of court procedures and court scheduling. Knowledge of laws and procedures relating to maintenance of confidential court records. Knowledge of interviewing techniques. Knowledge of jail booking procedures, if applicable. Ability to become familiar with criminal justice agencies and applicable community resources. Ability to conduct research and prepare reports based on findings. Ability to make sound decisions based on available information. Ability to study systems and make appropriate recommendations to improve or revise current systems. Ability to develop and maintain effective working relationships with various agencies. Ability to learn and operate various criminal justice information systems, and/or lab testing equipment. Ability to communicate effectively, orally and in writing. Ability to maintain good records.

(Court Services Officer II – cont.)

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Public Administration, Social Science or related field, and two (2) years related experience. Requirements of the Progression Agreement from CSO I must be met.

Must have no felony convictions.

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 laypersons. Ability to write complex reports relating information and findings.

Physical Demands: Sedentary work. Ability to talk.

Environmental Demands: Inside work and necessary field home visits.

Revised 6/96
Revised 4/08