

POSITION: Pre-Trial Case Manager
CODE: 3079
FLSA: Exempt



DEPARTMENT: Sheriff's Office
GRADE: 119N
DATE: 10/2020

POSITION SUMMARY:

Position will be responsible for the investigative and procedural duties related to the Pre-trial Services Program. The position is responsible for supervising personnel with in the program, monitoring defendant activity and appropriate follow-up with the courts in the event the defendant violates a condition of their release. In addition, the manager is responsible for implementing programmatic initiatives as well as compliance with legislative mandates. Direct supervision provided by Director of Community Corrections.

ESSENTIAL FUNCTIONS:

1. Responsible for the review and approval of risk assessments of defendants eligible for a bail review hearing.
 2. Forwards assessment recommendations to the court.
 3. Develops partnerships to provide appropriate resources for defendants.
 4. Establishes and provides oversight of institutional case files.
 5. Supervises the Pre-trial Case Worker and Classification Team to ensure continuity of services.
 6. Responsible for oversight and maintenance of statistical data.
 7. Conducts periodic site visits in the community of defendants under Pre-trial supervision.
 8. Serves as liaison with courts and allied agencies.
 9. Ensures compliance with state and local regulatory mandates.
 10. Performs other duties as instructed and assigned by superiors
-

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to learn and apply the rules and regulations pertaining to the operation of the facility.
 2. Ability to learn and apply the principles, practices, and techniques of criminal justice.
 3. Ability to learn and apply the principles of corrections to include institutional security and discipline
 4. Ability to communicate effectively both orally and in writing for a variety of situations.
 5. Ability to apply knowledge, experience and reason to arrive at prompt and effective decisions for both routine and critical situations.
 6. Ability to show sensitivity to the emotions, conditions, and motivations of people with a diversity of sexual, racial, religious, disability and social, cultural, and economic backgrounds.
 7. Ability to read, understand and correctly interpret court and other documents related to incarceration.
 8. Ability to establish and maintain effective working relationships with supervisors, co-workers, public and inmates.
 9. Ability to safely operate motor vehicles under all conditions.
 10. Knowledge of basic computer operations to include Microsoft Office software.
 11. Ability to meet selection standards of the Maryland Police and Correctional Training Commission.
-

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree required with course work in psychology, sociology or criminal justice preferred.
Experience: Two (2) years' experience in criminal justice, law enforcement or correctional setting.
Other: Must be 21 years of age and be a U.S. citizen.

CERTIFICATES, LICENSES AND REGISTRATIONS:

1. Valid driver's license with no more than 5 violation points, if licensed in Maryland, or an equivalent point assessment for the state of licensure.
-

PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of eighteen (18) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

CONDITIONS OF EMPLOYMENT:

Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation, including but not limited to reference checking and an evaluation of training or experience.

OTHER INFORMATION:

1. This is a full time, exempt position.
 2. Work may be rotating shift work. Employee may be required to respond to emergency call-outs and/or work extended hours during inclement weather or other designated
 3. Position is benefit eligible.
-

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work demands occasional strenuous effort, such as handling moderately heavy boxes, equipment or other materials. Sitting or standing for extended periods of time. Must be able to lift 50 pounds unassisted on an occasional basis.

The above description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.

Cecil County Government is an Equal Opportunity Employer and does not discriminate because of race, color, age, sex, religion, national origin, political affiliation, or handicap. EOE/AA/ADA.