

CRIMINAL JUSTICE SYSTEM SUPPORT DIRECTOR

DEFINITION OF WORK

Under general direction, the purpose of the position is to direct the Cumberland County Pretrial Services (PTS) Program which aids in reducing the jail population by recommending the release of qualified defendants and supervising the defendants upon their release. Position directs all program services which include: affidavit preparation services involving the preparation of affidavit related forms annually for the court system; information services by providing defendant information to the courts, law enforcement, prosecution, defense, Clerk of Court and other related agencies; screening/investigative services by interviewing jailed individuals, obtaining information from arresting agencies, verifying family information and making appropriate release recommendations to the court; release services by providing the local judiciary with alternatives to incarceration by overseeing the Pretrial Release (PTR) and Electronic House Arrest (EHA) programs, while impacting the jail population and budget; and supervision services by providing monitoring and supervision for pretrial defendants, ensuring program compliance and making referrals to treatment programs and other community agencies as needed. Position is responsible for insuring employee compliance with department goals and objectives and makes recommendations to the court regarding program participation and program violations. Position insures that court orders and sanctions are complied with. Position is responsible for establishing and maintaining communication among other criminal justice related agencies. Performs related work as required.

EXAMPLES OF WORK

Writes and implements departmental policies and procedures. Oversees office operations for the PTS program; and assigns duties, insures employee compliance with departmental goals and objectives. Insures quality control and security of agency data and proper informational flow; and facilitates good working relationship among other criminal justice agencies. Reviews court orders and agency files; and makes recommendations regarding program participation and violations. Authorizes the issuance of Orders for Arrest. Provides verbal and visual reports to Judicial System/Advisory Board/County Management. Oversees first appearance interviews. Assists in the preparation of affidavits; and prepares and establishes defendant files. Submits Fact Findings Reports to the court.

EMPLOYMENT STANDARDS

Education and Experience:

Bachelor's degree in Public Justice, Criminal Justice or closely related field; supplemented by three (3) years experience and/or training involving progressively responsible work in law enforcement; or an equivalent combination of education, training, and experience.

Knowledge, Skills, and Abilities:

Has thorough knowledge of the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of Criminal Justice System Support Unit Director. Has thorough knowledge of principles and practices of writing and implementing departmental policies and procedures, making final recommendations regarding release

decisions/conditions and reviewing court orders and agency files. Has thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Has working knowledge of the organization of the department, and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has considerable knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with which position interacts.

SPECIAL REQUIREMENTS

Requires Notary Public license. Must have and maintain a valid NC driver's license with an acceptable driving record and a law enforcement background check. Requires drug screening test and receipt of negative results for the use of drugs specified by county policy.

ADA REQUIREMENTS

Requires the ability to perform simple movements requiring moderate coordination. Some tasks require the ability to perceive and discriminate sound, odor, visual perception and discrimination, and oral communication. Tasks may risk exposure to violence and disease.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.