

## **PRETRIAL RELEASE SPECIALIST**

### **DEFINITION OF WORK**

Under general direction, the purpose of the position is to provide administrative support for the Pretrial Services Division. As Pretrial Release Specialist, employee interviews inmates, investigates and recommends disposition, and maintains files and paperwork. Positions are responsible for serving as case agent, tracking clients, and updating files and database; following clients on pretrial services; documenting program violations; recommending appropriate action; retrieving inmates from jailer and presenting to Magistrate; preparing affidavits; and maintaining call in log and court logs. Employees are reviewed through monthly report listing number and type of affidavits, and discussions with the immediate supervisor and the Criminal Justice Support System Director. Work may include other duties as assigned.

### **EXAMPLES OF WORK**

Work assignments may include: preparing daily court paperwork (Jail 1<sup>st</sup> appearance affidavits, jail affidavits and non-jail affidavits) for court system at the Cumberland County Detention Center;; collecting case details from the County Sheriff's Office Detective Division, City of Fayetteville Police Department, and other agencies on clients that are being interviewed for the program; performing criminal background check (i.e., local and national checks) on clients; verifying family information, and contact family for pre-approval of living arrangements and to explain program; preparing necessary paperwork such as Release Order, Contract, and Appearance Bond to go before the magistrate with the client to be released on the program; and answering phone daily for clients that are required to report and to assist the public. Employees may assist in reviewing electronic monitoring clients' daily activity to include their whereabouts at any given time, and enter client data upon entry into the program; prepare drug testing paperwork; prepare paperwork (affidavits) for Video Arraignment Probation Court; prepare Order for Arrest when clients violate the program, while serving on-call; and preparing daily affidavits at the Cumberland County Detention Center for the court system.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Associate's degree with course work emphasis in Public Justice or Criminal Justice; supplemented by two years of experience; or an equivalent combination of education, training, and experience.

#### **Knowledge, Skills, and Abilities:**

Has considerable knowledge of the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of Pretrial Release Specialist. Has working knowledge of principles and practices of interviewing inmates and investigating cases to verify information. Has considerable 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 pertains 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 DCI Operator certification. Requires Notary Public license. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

### **ADA REQUIREMENTS**

Tasks may risk exposure to disease and violence.

### **PHYSICAL REQUIREMENTS**

Employee must be able 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 work station. Requires dexterity and 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.