

**POSITION DESCRIPTION  
COUNTY OF WHITLEY, INDIANA**

**POSITION:** Pretrial Services Assistant/Case Worker  
**DEPARTMENT:** Community Corrections Pretrial Services Agency  
**WORK SCHEDULE:** As Assigned  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** July 2020

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application procedures and perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Pretrial Services Assistant / Case Worker for Whitley County Community Corrections, responsible for phones, e-filing, filing, emails, research and assisting in all clerical aspects in the office. The case worker duties include assessing/screening arrested individuals and determining and recommending to the Court the appropriate type/terms of release, and/or conditions for release, and/or placement in programs, and/or supervision level for such defendants/individuals.

**DUTIES:**

Responsible for phones, e-filing, filing, emails, research and assisting in all clerical aspects in the office.

Answers calls, transfers and makes & changes appointments as required.

Oversees maintenance of current records, verifying accuracy, and preparation of periodic statistical reports, as required.

Tracks expenditures, monitoring income, disbursements and account balances, and ensuring cost-effective operations.

Maintains current computer record of persons screened and maintains appropriate files.

Receives inquiries and complaints from the public, including logging questions, providing information to other team members, researches complaints then discussing with other team members.

Determines eligibility and appropriateness of individuals for pretrial program participation, including interviewing prospective participants, and completing risk and needs assessments.

Periodically performs duties of screening analyst as needed, including conducting assessments and testifying in court proceedings in order to facilitate the release of defendants at earliest possible time and by the least restrictive procedures.

Conducts background investigations. Collects other relevant information by researching records and contacting appropriate sources.

Prepares release documents, bail conditions, and order for revocation of release, including explaining all documents and conditions to defendants and their attorneys.

As directed by Coordinator, attends and participates in meetings with local/County/State stakeholders.

Supervises pretrial release defendants as directed by Court.

Testifies in court/legal proceedings as required.

Performs related duties as assigned.

#### **I. JOB REQUIREMENTS:**

High School Diploma and two (2) years' experience in human services.

Possession of or ability to obtain required certifications/training within time specified by Court Administration, including, but not limited to, offender assessment, IRAS-PAT Assessment, Verbal De-escalation, and Disease Control.

Ability to meet all departmental hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of rules, regulations, policies and procedures of the Department and civil and criminal justice systems.

Working knowledge of basic criminal justice process, and pretrial program eligibility criteria and procedures, and ability to appropriately assess/screen prospective participants, maintain accurate records, and compile reports as needed.

Working knowledge of and ability to follow personnel policies and work rules of employer/department.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete Department reports within established deadlines.

Working knowledge of and ability to operate a variety of standard office equipment including computer, calculator, telephone, copier, fax machine, scanner, and vehicle.

Knowledge of evidence based principles and practices.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to meet all Departmental hiring, promotion and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to communicate effectively both in writing and orally with co-workers, other county departments, law enforcement personnel, Courts, Jail Commander, Confinement officers, Probation personnel, Sheriff's department personnel, Prosecutors, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to write/edit reports including preparing recommendations to be heard in court.

Ability to compile, collate, or classify data, and compute and perform simple arithmetic operations.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent's duties are restricted in scope. Incumbent operates according to department policies and procedures, assessing program participants, and adapting procedures to fit specific situations.

**III. RESPONSIBILITY:**

Incumbent applies standardized practices to individual cases, referring unusual/unprecedented situations to supervisor as required. Incumbent receives indirect or occasional supervision, with work primarily reviewed for compliance with department policies and legal requirements.

**IV. PERSONAL WORK RELATIONSHIPS:**

For purposes of exchanging information, explaining policies and procedures, and providing supervision, incumbent maintains frequent communication with co-workers, other County departments, program participants, Courts, Prosecutor, the Probation Department, and Community Corrections.

Incumbent reports directly to Pretrial Service Coordinator.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in an office environment, in a correctional facility, at job and activity sites, and driving a vehicle, involving sitting and walking at will, pushing/pulling/lifting/carrying objects weighing under 25 pounds, speaking clearly, keyboarding, bending, reaching, hearing communication, depth and color perception, close and far vision, handling/grasping/fingering objects, and exposure to potentially violent/hostile program participants.

Incumbent occasionally works extended and/or evening hours, and occasionally travels out of town for training, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Pretrial Services Assistant/Case Worker for Whitley County Community Corrections describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type name