

NOTICE OF JOB OPENING

Department Name:	Court Services: Community Corrections		
Position Title:	Pretrial Case Manager		
Position Summary:	<p>JOB DUTIES/AREAS OF RESPONSIBILITY:</p> <ul style="list-style-type: none"> • Exhibit sound judgment, work well under pressure and meet established timelines and goals. • Develop good working relationships with local law enforcement, judges, and community resources. • Responsible for conducting interviews and investigations on all individuals arrested of a criminal offense, who are ineligible or unable to post bond, within 24 hours of the arrest according to policy. • Responsible for administering the Indiana Risk Assessment System, preparing reports with assessment information and release recommendations to the Courts, Defense and Prosecutor before the initial hearing. • Supervises caseload of individuals placed on pretrial services in accordance to the Pretrial Supervision policy. This includes but is not limited to: Conducting office visits, administering random alcohol and drug testing, making referrals to appropriate services as needed and monitoring progress, conducting administrative hearings to sanction non-compliant participants and preparing violation reports for the court per policy. • Administrative responsibilities: organizing, filing, and creating statistical reports. • Ability to think and work independently with minimal supervision. • Conduct DNA testing as required by law. • Attend continuing education workshops and training seminars as required. • Other related duties as assigned and performs duties of co-workers in their absence, or as needed. 		
Qualifications:	<ul style="list-style-type: none"> • Must be at least twenty-one (21) years of age, and a United States citizen. • Must have a High School Diploma or Equivalency. Secondary Education in Criminal Justice field or related experience preferred. • Must possession of a valid Indiana driver's license. • Must have experience and ability to effectively communicate with the public. • Must have ability to work as member of a team. • Experience using, the Microsoft Office Suite (Word, Excel, Outlook). Working knowledge of (or willingness to learn) other computer programs. • Knowledge in evidence-based practices for community supervision 		
Salary:	Full time 35 hours/week. Rush County Government fringe benefits. Salary: \$36,000.00		
Posted:	December 7, 2020	Close Date:	December 31, 2020
Submit Resume, Cover Letter and References to:	Ashley Stevens, Director Rush County Court Services 131 E 1 st Street. Rushville, IN 46173 astevens@rushcounty.in.gov		