



EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

POSITION TITLE:	Pretrial Services Program Specialist I	DEPARTMENT:	Superior Court
CLOSING DATE:	July 17, 2015, 5 p.m.	POSITION #:	06R00174
SALARY RANGE:	\$4,185 - \$5,567 / month	FTE:	1.0
EMPLOYMENT TYPE:	Regular, Full-Time Employee	ELIGIBLE FOR BENEFITS:	YES
CONTACT PERSON:	Elsa Anderson, Administrative Services Manager	PHONE #:	(360) 754-4544
UNION:	NO		

SUMMARY OF DUTIES:

Perform professional work interviewing defendants and making pre-trial release recommendations to the judiciary. Interviews defendants, completes record checks, and verifies interview information. Makes release recommendations and recommends bail or security. Submits written reports to the judge or testifies in court on evaluation of the release criteria. Carries out release decisions authorized by the court. Monitors defendants' compliance with release conditions; prepares reports and recommendations to the court in cases of non-compliance. Interviews defendants and verifies information in order to recommend eligibility for court appointed counsel to the Superior and District Courts Judiciary.

Serves as a liaison with court administrative and operations staff, probation officers and other governmental agencies to plan, coordinate, and implement program objectives, policies, and procedures. Plans and conducts studies and prepare comprehensive written and oral reports.

QUALIFICATIONS:

Bachelor's degree in behavioral or social sciences, corrections, law enforcement, public administration or closely related field or, a combination of experience and education that provides the applicant with the desired knowledge, skills, and abilities required to perform the essential functions of the position.

Four years of experience in the criminal justice or social services field in interviewing, counseling or supervision of offenders.

Must be able to pass background clearance to qualify as notary public and for access to criminal record history.

DESIRED SKILLS:

Knowledge of the criminal justice system and casework duties including investigation and supervision of criminal offenders.

Knowledge of Court procedures and policies relating to pre-trial release.

Ability to communicate effectively, orally and in writing.

Proficiency in completing court preparations.

Demonstrated legal aptitude.

OTHER POSITION RELATED INFORMATION:

To be considered for this position, please apply at [TC Human Resources](#)

This position is:

- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)
- NOT represented by a Union

For consideration, please attach the items listed below to your online application:

- Letter of Interest
- Resume