

PRE-TRIAL SENIOR PROGRAM SPECIALIST**DEFINITION**

Under direction, performs advanced support and lead work for the Pre-Trial Services Unit of the Probation Department; interviews criminal defendants and/or others to obtain criminal, social and/or other relevant background information; verifies, documents and evaluates the information obtained; identifies defendants' eligibility for release from custody based on law and/or policy; makes appropriate recommendations to the courts regarding whether or not to release defendants; prepares required documentation and reports; serves as a lead worker on an assigned shift and provides training to new employees; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

CLASS CHARACTERISTICS

This is the advanced, lead worker level class in the Pre-Trial Program Specialist series. Incumbents perform the full range of duties assigned to positions in the series and are also expected to apply advanced skills to the most complex situations. Incumbents also serve as lead workers with authority to make decisions on the most complex cases, responsibility for assisting other staff with especially difficult situations, and providing training to new employees as required. Duties are performed with substantial independent authority and judgment. This class is distinguished from the class of Pre-Trial Program Specialist because incumbents at that lower level do not have lead worker responsibilities and would be expected to seek assistance from superiors on the most unusual or complex cases.

TYPICAL DUTIES

1. Interviews criminal defendants and others to obtain accurate and necessary information regarding criminal, social and/or other relevant history; reviews arrest reports and other legal documents as needed to facilitate the interview process.
2. Verifies information obtained from defendants and/or others by contacting references, researching available criminal justice databases, and/or contacting various criminal justice agencies as required; checks for local, state, and federal warrants; obtains California Department of Motor Vehicles history as necessary; interprets records as appropriate.
3. Compiles, evaluates and assesses information obtained, including observed behavioral indicators that are relevant to eligibility for release; establishes defendant eligibility for release programs, such as Felony Own Recognizance Release, Citation Release, or Conditional Release programs; makes recommendations to release defendants utilizing established criteria, legal requirements, and educated judgment.
4. Prepares complete and accurate reports, court/legal forms, summaries and/or other documents as required; prepares Pre-Trial packets and other files as assigned; prepares and obtains client/defendant signatures on various documents such as Promise to Appear (Misdemeanor Citation Release), Felony Own Recognizance or other forms; transports paperwork to the courts, Probation facilities, criminal justice agencies, or other locations as necessary.

5. Responds to inquiries from judges, officers, attorneys and other members of the criminal justice community regarding defendants; facilitates probable cause hearings with on-call judges.
6. Schedules defendants for court appearances and hearings based on established calendars; may be required to appear or testify in court.
7. Serves as a lead worker for an assigned shift and/or may provide on-call lead assistance as required; trains new employees as required; may coordinate special projects; may compile data and/or develop reports for budgetary or other purposes.

MINIMUM QUALIFICATIONS

Note: Incumbents who occupy full-time, Civil Service positions in the class of Pre-Trial Services Supervisor at the time that this class of Pre-Trial Senior Program Specialist is adopted by the San Joaquin County Board of Supervisors shall be considered to meet the qualifications listed below.

Either Pattern I

Experience: One year as a Pre-Trial Program Specialist in San Joaquin County.

Or Pattern II

Education: Completion of 60 semester units at an accredited college or university, including at least 18 units in the social or behavioral sciences.

Experience: 1) Two years working in a social services, law enforcement or criminal justice setting that included substantial responsibility for interviewing clients as part of case management or law enforcement duties, or to establish program eligibility; **AND** 2) at least one year of experience at a level equivalent to or higher than the San Joaquin County class of Pre-Trial Program Specialist.

Substitution #1: Graduation from an accredited four-year college or university with a minimum of 24 semester units in the social or behavioral sciences may substitute for the above-required education as well as the two years of experience described in (1) above. (Note: one year of experience at a level equivalent to or higher than Pre-Trial Program Specialist is still required.)

Substitution #2: Additional experience working in a social services, law enforcement or criminal justice setting that included substantial responsibility interviewing clients as part of case management or law enforcement duties, or to establish program eligibility may substitute for the above required education on a year-for-year basis (where one year of experience is equivalent to 30 semester units.)

And

License: Possession of a valid driver's license equivalent to a "Class C" in California.

Knowledge of: Principles of human behavior and applied psychology, including issues common to criminal behavior; advanced interviewing techniques; advanced court and arrest

procedures; research and investigative methods/procedures; principles and practices of written and oral communication; language mechanics, report writing and principles of written composition; general computer operations.

Ability to: Interview clients and obtain factual information in stressful situations; listen carefully during interviews to both content and presentation in order to identify questionable information; investigate, research and interpret information regarding a client's criminal history, social and other background; interpret and apply complex laws, policies and procedures using considerable judgment; communicate effectively with a variety of people, both orally and in writing; effectively handle difficult situations; work well under pressure; develop and maintain good working relationships with a wide variety of people; serve as a lead worker, providing assistance and guidance for subordinate staff; utilize computers to retrieve and enter information.

Physical and Mental Requirements: **Mobility** – operate a keyboard; sit for long periods; frequent walking and driving; occasional bending, squatting, crawling, climbing stairs; **Lifting** – frequent lifting of 10 lbs. or less; occasional lifting 11-20 lbs.; **Visual** – frequent use of good overall vision, reading, close up work, peripheral vision; **Dexterity** – frequent reaching, repetitive motion, and writing; **Hearing/Talking** – constant hearing and talking on the telephone, talking in person; occasional hearing faint sounds, public speaking; **Emotional/Psychological Factors** – constant decision making and concentration; frequent exposure to issues of trauma, grief, death, hostility; frequent public contact; occasional exposure to hazardous or infectious materials; frequent working weekends/nights/overtime.

Adopted: 04/09/2003

Renumbered: 7/03