



POSITION DESCRIPTION

Director of Pretrial & Investigative Services

Department: Pretrial & Investigative Services
Section: N/A
Reports To: Court Administrator
Employment Status: Full-time
Work Schedule: 40 hours per week
FLSA Status: Exempt
Civil Service Status: Unclassified
Pay Grade: GS - 13

This position description sets out the essential duties and responsibilities of the position, details the knowledge, abilities, skills, licenses, certifications, education, and experience necessary to be successful in the role, and lists the equipment normally operated by, scope of supervision, and usual physical demands on the incumbent.

POSITION SUMMARY:

The Director of Pretrial & Investigative Services oversees the operation of the Pretrial & Investigative Services Departments and reports to the Court Administrator.

The Director of Pretrial & Investigative Services is responsible for leading, planning, organizing, developing, coordinating, and directing all aspects of the Pretrial & Investigative Services Departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities of the position are as follows:

- Directs the operation of the Pretrial & Investigative Services Department including the Pretrial Screening Section, Pretrial Supervision Section, Electronic Monitoring Section, and Investigative Services Section.
- Collaborates with the Probation, Pretrial & Investigative Services Committee and the Court Administrator in setting the strategic direction, goals, and initiatives for the department.
- Oversees the HIV program, jail time credit, sealing of records, and certificates of qualified employment program.
- Supervises Law Enforcement Automated Data System (LEADS) system operation, coordinates training and staff recertification, and maintains responsibility for audit compliance.
- Evaluates department effectiveness by setting benchmarks for measuring success of department projects and programs.
- Oversees the process of selecting, evaluating, promoting, and disciplining department personnel, promotes professional competency within the department, and ensures quality of training for department staff.
- Ensures that department staff comply with court policies, procedures, requirements, and standards.
- Maintains responsibility for approving all department purchases and expenditures within established procedures and budgetary appropriations.
- Oversees all grants awarded to the department from federal, state, county, and non-profit resources, and coordinates with the court's financial resources staff to monitor expenditures and other requirements to ensure compliance with annual audits.
- Obtain and maintain Practitioner Certification through the Law Enforcement Automated Data System (LEADS).
- Participates in training opportunities, court activities, projects, and committees as requested or required.
- Completes other duties and responsibilities as required.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- **Knowledge of:** case and client management services operations and processes; management principles; budget management; strategic planning; court system procedures and processes; Ohio Revised Code as it pertains to pretrial and investigation reports.
- **Ability to:** make and implement decisions based on data analysis and oversee the execution of these decisions; establish a collaborative working relationship with outside agencies; consistently display a positive attitude; lead by example; treat others with respect; motivate/encourage/mentor others.
- **Skill in:** effective communicating, both verbally and in written form, with staff, judges, elected officials, general public, outside agencies; computer operation and job software applications; upper level management decisions.

GENERAL EXPECTATIONS OF ALL COURT EMPLOYEES:

All court employees are expected to stay current in their areas of technical expertise; maintain attention to detail; exhibit good organizational skills; work effectively on own initiative and by cooperating with others; engage in active listening; speak and write clearly and concisely; demonstrate good manners, friendly demeanor, and professional behavior; uphold the policies, procedures, and practices of the court; maintain the confidentiality of sensitive and privileged information; and represent the court with honesty and integrity.

EDUCATION AND EXPERIENCE QUALIFICATIONS:

The position requires an appropriate combination of formal education, additional training and courses, and work experience. There is not an exact level or mixture of these elements to indicate one will necessarily be successful in, or qualify for, the position.

For example purposes only, an acceptable combination of qualifications for the position would be a law degree or master's degree in public administration or related field and seven years of experience working in a court environment with five of those in a managerial role or a bachelor's degree in public administration or related field and ten years of experience working in a court environment with five of those in a managerial role.

LICENSURE OR CERTIFICATION REQUIREMENTS:

A valid state of Ohio motor vehicle operator's license is preferred in order to carry out job-related essential functions. Private insurance is required if private vehicle is employed for job-related functions.

SCOPE OF SUPERVISION:

The position supervises assigned personnel and carries out managerial duties in accordance with the operation's policies and applicable laws. Responsibilities include planning, assigning, directing work, and appraising performance.

EQUIPMENT OPERATED:

Vehicle, computer, calculator, copier, fax, telephone, and other general office equipment.

WORK ENVIRONMENT AND USUAL PHYSICAL DEMANDS:

The following physical demands are typically exhibited by the incumbent performing the requirements of the position. These physical demands are not, and should not be construed to be, job qualification standards. They are illustrated to help the court, incumbent, and applicant for the position identify reasonable accommodations that may need to be made when an otherwise qualified person is unable to perform the job's essential functions because of a recognized disability covered by, and in accordance with, the requirements of the Americans with Disabilities Act.

While performing duties of this job, the employee regularly exhibits digital dexterity and eye-hand coordination when performing typing and other tasks. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when typing and using a computer screen. Job may involve operating and sitting in a vehicle.

This position description in no manner states or implies, and should not be construed as stating or implying, that it is a complete or exhaustive listing of the duties, responsibilities, qualifications for, and requirements of, an incumbent filling the position. The incumbent may be required to follow additional instructions and perform other duties required by a supervisor or designee.

The provisions of this position description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.

Effective date: 1.1.24