



## Cleveland Municipal Court Judicial Division-Job Posting)

<b>Job Title:</b>	<b>Intake Officer</b>	<b>Salary Grade:</b>	<b>3</b>
<b>Department:</b>	<b>Pretrial Services</b>	<b>Salary:</b>	<b>\$31,200.00</b>
<b>Reports To:</b>	<b>Director</b>	<b>Date Created:</b>	<b>June 2018</b>
<b>FLSA Status:</b>	<b>Non-Exempt (part-time)</b>	<b>Date Revised:</b>	<b>N/A</b>
<b>Shift:</b>	<b>2<sup>nd</sup> or 3<sup>rd</sup> Shift, Weekends, Holidays</b>		

### POSITION SUMMARY

The primary responsibility of the Intake Officer is to interview and screen arrestees in order to gather information for the bail evaluation process and pretrial services. The position will also assist in obtaining background information and determining the level of pretrial services intervention required. The Intake Officer will obtain information from jailed persons who may be violent, disorderly, chemical dependent or mentally disturbed. Duties include working cooperatively with the team and other agencies to support and advance the mission of Pretrial Services.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Interviews individuals who have been arrested and charged with a misdemeanor crime and are being held prior to arraignment at the Cleveland Municipal Court
2. Informs detainees of purpose of bail investigation, reviews pretrial services, and obtains the detainees consent.
3. Gathers and compiles information necessary to complete the bail evaluation process. Verifies background information provided by the defendant.
4. Completes data entry of information into the Pretrial database. Prepares thorough and accurate investigation reports and make appropriate recommendations.
5. Assist Pretrial Release and Supervision Officers in carrying out investigations and pretrial tasks.
6. Conveys and receives information in person and over the telephone, as well as by automated means.
7. Review and audit the information collected for accuracy and integrity.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.*

## **SUPERVISORY RESPONSIBILITIES**

None.

## **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

- Ability to communicate with and gather information from pretrial detainees who may be violent, disorderly, chemically dependent or mentally disturbed.
- Ability to interpret and condense information quickly and accurately.
- Ability to maintain confidentiality of sensitive pretrial information.
- Ability to participate in a teamwork atmosphere.
- Ability to communicate effectively with co-workers, supervisors, defendants, judges, Sherriff's, Office staff and Clerk's Office staff.
- Ability to learn and utilize various computer systems utilized by Pretrial Services.
- Ability to operate standard office equipment including computer, copier, calculator, and fax machine.

## **EDUCATION and/or EXPERIENCE**

A high school diploma or its equivalent; two years of college at an accredited institution, preferred. Criminal justice or pretrial experience is a plus. Must be willing and able to become LEADS certified.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The intake responsibilities may take place in the jail facility and operate 7 days per week. High noise level in jail setting. Will be required to work holidays and weekends. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position may involve controlled exposure to intoxicated, belligerent, or potentially violent offenders in court or a community agency environment.

## **COURT EXPECTATIONS of EMPLOYEE**

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing and 180-day introductory/work testing period.

## **APPLICATION PROCEDURE:**

**Thank you for your interest in a career with Cleveland Municipal Court Judicial Division.**

- **Please submit a cover letter, resume, and complete application to [jonest@cmcoh.org](mailto:jonest@cmcoh.org).**
- **Only qualified applicants will be contacted to move forward in the interview process.**
- **Accepting applications until filled.**

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