



Cleveland Municipal Court General Division-Job Posting

Job Title:	Release Officer	Salary Grade:	4
Department:	Pretrial Services	Starting Salary:	\$35,193 - \$42,230
Reports To:	Director	Date Created:	June 2018
FLSA Status:	Non-Exempt	Date Revised:	N/A
Shift:	1st or 2nd Shift, Weekends, Holidays		

POSITION SUMMARY

The Pretrial Release Officer conducts investigations and prepares reports to assist the Judges in determining the most appropriate pretrial plan to assist individuals. Work involves screening arrestees in order to gather information for the bail evaluation and to determine the level of pretrial services intervention required. 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. Prepares and presents completed bail report with release eligibility recommendation to the court. Participates in court arraignment hearings.
5. Identify potential participants for Specialized Dockets and/or other pretrial services and make appropriate referrals.
6. Verifies defendants current bond status and provides current bond status updates to the Sherriff's Office and Clerk of Courts Office.
7. Helps to coordinate overall pre-arraignment activities for the assigned shift.
8. Completes data entry of information into the Pretrial database. Prepares thorough and accurate investigation reports and make appropriate recommendations.

9. Maintain data and prepare monthly statistical reports.

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 maintain confidentiality of sensitive pretrial information.
- Ability to participate in a teamwork atmosphere.
- Ability to communicate effectively with co-workers, supervisors, defendants, judges, Sheriff'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.
- Ability to exercise good judgment, tact and diplomacy.
- Good problem solving skills.

EDUCATION and/or EXPERIENCE

Bachelor's Degree, preferably in Psychology, Sociology, Criminal Justice or related field required. 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 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. May be required to work in a jail setting which has a high noise level.

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.**
- **Only qualified applicants will be contacted to move forward in the interview process.**
- **Accepting applications until filled.**

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