



## Cleveland Municipal Court Judicial Division-Job Posting

<b>Job Title:</b>	Director	<b>Salary Grade:</b>	9
<b>Department:</b>	Pretrial Services	<b>Salary:</b>	\$60,083.00-\$72,100.00
<b>Reports To:</b>	Deputy Court Administrator	<b>Date Created:</b>	April 2018
<b>FLSA Status:</b>	Exempt	<b>Date Revised:</b>	N/A
<b>Shift:</b>	Day/On Call		

### POSITION SUMMARY

The Pretrial Services Director is responsible for the overall operations of the Pretrial Services Department. Duties include management, supervision, and execution of pretrial release services and practices as established by the Court. Pretrial practices include, but are not limited to, impartial investigation and evaluation of pretrial detainees for bail and diversion, pretrial monitoring and supervision, defendant treatment intervention services, program referrals, and management of information systems.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Delegate assigned duties and supervises staff.
2. Develop and maintain operating procedures and policies, including long-term planning, and recommends innovative programming.
3. Provide general supervision of projects and provides appropriate crisis intervention when necessary.
4. Act as liaison with internal departments and external criminal justice agencies. Will represent the Court on various boards, committees, and community projects.
5. Evaluate department and staff performance and recommend changes and resources when needed.
6. Responsible for ensuring consistent implementation of all policies, procedures, and practices of the department and Court.
7. Monitor and evaluate programs and outcomes based on evidence based practices.
8. Provide quality service that continuously improves, that meets or exceeds public expectations, and that ensures all are treated with courtesy, dignity, and respect.

*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**

This position supervises the Pretrial Services Department.

## **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.

1. Knowledge and understanding of pretrial concepts and delivery of pretrial services.
2. Must be visionary and able to implement new concepts and programs.
3. Should have the ability to present concepts and information to management, other agencies, city officials, and other high-level individuals.
4. Ability to coordinate activities of the Department.
5. Ability to motivate staff to complete work timely while maintaining quality.
6. Ability to plan, assign, supervise and evaluate the work of subordinates.

## **EDUCATION and/or EXPERIENCE**

A Bachelor's degree in criminal justice, Psychology, Sociology, or a related field required. Masters degree preferred. Seven years experience in criminal justice required. Five years of management/supervisory experience preferred.

## **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.

## **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.

- You may apply at: <https://www.governmentjobs.com/careers/cleveland>
- Only qualified applicants will be contacted to move forward in the interview process.
- Accepting applications until Friday, April 27, 2018.

**Equal Opportunity Employer – Smoke-free and Drug-free Workplace**