



JOB DESCRIPTION

<i>Title</i>	Pre-Trial Release Specialist		
<i>Department</i>	Sheriff's Office – Community Corrections	<i>Job Class</i>	A 13 4
<i>Driving Required</i>	Yes	<i>Safety</i>	Yes
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads	<i>FLSA</i>	Non-exempt
<i>Created</i>	March 2017	<i>Reviewed</i>	Dec. 2022
		<i>Revised</i>	

Purpose

Interview in-custody defendants and conduct investigative research to obtain information for use in jail release recommendations or decisions. Develops detailed individual release plans or agreements and monitoring defendants' compliance with conditions of release in accordance with local policy. Makes release recommendations or decisions within the scope of authority delegated by the presiding judge using state and federal laws, rules, and established local court policies.

Essential Functions

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Interview defendants to gather personal and criminal information for use in making release decisions or to make recommendations to the court.
- Conduct pretrial risk assessments to determine offender's risk to fail to appear and risk of pretrial misconduct.
- Utilize Pretrial Release Presiding Judge Order to guide release recommendations and suggested pretrial supervision level made to court.
- Verify information received from the defendant by accessing secure local and national computer databases and by contacting and interviewing the defendant's employers, family, friends, neighbors, and others.
- Facilitate third-party release by investigating and evaluating suitability of referral.
- Make release decisions (which can include determining the conditions of release or setting bail or security) within the delegated scope of authority or make recommendations to the judge regarding release.
- Write and submit to the court daily pretrial release recommendation reports documenting release/detain recommendations.
- Prepare individually tailored release plans or agreements consistent with conditions of release.
- Serve as a resource to the judge in criminal hearings, arraignments, release hearings, and pretrial conferences. Testify in support of the investigation and release recommendation, plan or agreement.



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- Establish monitoring criteria. Monitor defendants on release status for compliance with release plans or agreements. Require defendants to submit to alcohol or drug testing. Verify that the defendant has met all court-imposed conditions.
- Investigate information received regarding potential violations of release agreements. Notify court or District Attorney's office of any verified violation(s) of release agreements and make recommendations regarding revocation of release.
- Testify in court to explain revocation of release for noncompliance.
- Respond to inquiries from judges, Oregon Judicial Department (OJD) staff at all levels, other public or private sector agencies, District Attorney, defense attorneys, victims, victims' family members, defendants' family members, and members of the public regarding the release or non-release of defendants or policies and procedures of release decision making.
- Collect, package and submit urinalysis specimens of defendants required to submit random urine tests per their conditions of release.
- Supporting functions of this position include: Maintaining department-issued equipment. Maintaining proficiency by attending training meetings, reading materials, and meeting with others in areas of responsibility. Maintaining work areas in a clean and orderly manner.

Education & Experience

Associate's Degree in corrections, criminal justice, counseling, social work, or related field OR any satisfactory equivalent combination of education, training, and/or experience relevant to the position. Must be of good moral fitness as determined by a thorough background investigation.

Must possess and maintain driving privileges in the state of Oregon.

Knowledge, Skills & Abilities

Able to:

- Provide backup and support to co-workers
- Establish and maintain professional and effective working relationships with customers, co-workers and other agencies
- Maintain punctual and regular attendance
- Complying with office and county policies, procedures and regulations
- Participate fully as a member of a team
- Participate fully to support a service area or areas
- Participate in employee training and orientation
- Provide training to co-workers as requested
- Perform other job duties as assigned by supervisor
- Wear personal protective equipment when performing job tasks that increase risk of exposure to blood or body fluids.

Desired Qualifications



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Graduation from a four (4) year college or university; OR any satisfactory equivalent combination of education, training and/or experience relevant to the position. Bilingual English/Spanish.

Physical Demands

Operate a motor vehicle in the performance of duties, use depth perception, see close and distant objects within normal parameters, see with peripheral vision within normal parameters, see at night and under dark or low light settings, differentiate between colors, possess and use olfactory senses, hear within normal range, speak clearly, use a loud voice to shout, maintain a normal seated position for extended periods of time, remain standing and move about for extended periods of time, walk for extended periods of time, lift and carry up to 50 lbs., reach for and lift a 10 lb. object, work in a wide range of temperature conditions, indoor and outdoor, write legibly, use hands to grasp, handle and manipulate objects, implement finger dexterity to manipulate objects with fingers rather than whole hands or arms for extended periods of time as when using a keyboard.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Typical working office environment. Use of computer, telephone, and other office equipment as needed to perform duties. Noise level is typical of that of an office. May encounter frequent interruptions throughout the work day. Work flexible hours during the day and week and may be required to work on weekends depending upon the needs of the office.

Contact with the public may risk exposure to irrational/hostile behavior, contagious disease, or contact with domestic animals.

Performs some work in jail facilities with one or more supervised or unsupervised in-custody defendants, who may become hostile, violent, or abusive. May occasionally be called in the evenings or on weekends for emergency or unusual situations involving the release of defendants.

Supervisory Received and Exercised

Supervision is not a responsibility of this position. May give directives to volunteers and interns.