

JUDICIAL SERVICES COORDINATOR

CLASS CONCEPT

Employees serve as a coordinator in the processing of all new probation cases. Work involves conducting risk and needs assessments and family social histories to develop treatment and sanction recommendations for court-ordered pre-sentence and pre-parole investigations. Work assignments include providing clerical and technical support to staff within the state court through the acceptance, examination, and processing of legal documents. Employees perform a variety of administrative tasks, including but not limited to preparing documents and tracking the status of cases. Work involves significant contact with members and officials of the judicial system, community agencies, victims, and offenders while serving as the court's representative in the community and in maintaining public awareness of the program. Employees are usually located in or near the courthouse. Work is performed under the general supervision of a Judicial Services Specialist or Chief Probation and Parole Officer.

EXAMPLES OF DUTIES PERFORMED

Process all new probation cases, evaluate commitment papers, interview offenders to complete a variety of forms, enter and verify information and may assign cases to officers. Conduct risk and needs assessments and family social histories to develop treatment and sanction recommendations for court-ordered pre-sentence and pre-parole investigations.

Enroll offenders into the program, negotiate agreements and place offenders with placement agencies to perform designated hours of community service work, complete required documentation, prepare necessary reports, and maintain files.

Match offenders' skills to needs considering the offenders' physical condition, age, and transportation needs and their availability to perform the work within the designated period of time. Obtain information regarding past arrests, criminal histories, work records, and personal situations for use in considering the needs of both the offenders and the recipient agencies; refer offenders to support agencies for assistance to meet special needs.

Examine and accept court documents; process documents related to the filing and adjudication of cases; determine appropriate fees and payment schedules according to the type of document; and accept payment of fees, bail, and fines.

Provide information and assistance to staff, attorneys, and the public regarding cases, rules, and procedures of the court; and prepare documentation including reports for division management and offenders' files.

Conduct research pertaining to document filing requirements to ensure conformance; and determine time requirements for specific calendar documents needing judicial approval.

Perform related duties as required.

RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities

General knowledge of the community service work program, punishment plans, and government and nonprofit agencies in the community.

General knowledge of work placement techniques; general knowledge of the judicial and law enforcement systems and their operational procedures.

General knowledge of the characteristics of various offender groups.

Ability to establish and maintain an effective working relationship with participating agencies in the community, as well as judicial, law enforcement, and Department of Correction personnel.

Skills in basic interviewing.

Skills in oral and written communications

Skills in listening and presentation of information.

Skills in basic computer and applicable software usage.

Minimum Training and Experience Requirements – Graduation from a four-year college or university with a degree in criminal justice, human services, psychology, or related field of study; graduation with a two-year degree in criminal justice, human services, psychology, or related field of study and two years of experience in the court system, paralegal work, or other directly related experience; High School Diploma and four years of experience in the court system, paralegal work, or other directly related experience; or an equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.