

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

<b>CLASSIFICATION TITLE:</b>	<b>PRE-TRIAL RELEASE</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>SAFETY SENSITIVE:</b>	<b>SUBJECT TO RANDOM DRUG AND BREATH ALCOHOL TESTING</b>

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform pre-trial release work involving activities of defendants prior to being released. Pre-Trial Release Coordinator meets with defendants and interacts with courts and judicial officials on a regular basis. Duties and responsibilities include conducting investigations and case management, providing information and recommendations regarding defendants to judges and other court personnel, supervising and monitoring defendants release from custody to ensure compliance with release conditions, court dates, and other related court orders, maintaining and submitting data for monthly and quarterly reports, and performing other tasks as assigned. Reports to the General Sessions Judge and Senior Judicial Commissioner.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Interviews defendants, as well as with other individuals affiliated with them.

Conducts risk assessments including collecting, compiling, verifying, and evaluating information regarding defendant's family life, education, employment, mental and physical health, substance use, financial status and other important information.

Checks defendant's criminal history and driving record and documents each citation and their disposition.

Evaluates eligibility for pre-trial release.

Establishes, assigns, and recommends release conditions or imposes court ordered conditions.

Receives and evaluates written requests from the defendant concerning their options.

Meets with released defendants to discuss rules and conditions governing their release.

Notifies the courts of defendants who fail to comply with release conditions and, in some cases, recommends revocation of the pre-trial release.

Serves as a resource and information source regarding various court policies, procedures, objectives, and operational functions in the assigned area.

Receives, prepares, and processes a variety of documents, forms, records, and reports including pre-trial release documents and supervision records.

Attends court hearings to represent pre-trial services, provide additional information, and to stay current of the case status and requirements of the court's orders.  
Testifies in court when necessary.

Investigates violations, prepares written reports for the court, and recommendation action to be taken by the court.

## **Rutherford County, Tennessee • Pre-Trial Release**

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Responds to inquiries, provides information utilizing judgment, knowledge, and interpretation; resolves complaints.

Explains court proceedings, programs, and services to defendants, family members, and interested parties.

Assists individuals with completing legal forms and documents.

Prepares for bond hearings and processes defendant's information reports.

Conducts counseling sessions and provides referrals to social/rehabilitative agencies.

Assists pre-trial program participants in resolving and/or handling problems.

Plans and organizes personal activities to meet all established deadlines and perform all job-related duties in a timely manner.

Performs mathematical computations including addition, subtraction, multiplication, and division and utilize current database, spreadsheet, and word processing software applications.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, clients, visitors, and other individuals.

Communicates effectively with supervisor, employees, other departments, law enforcement personnel, court personnel, attorneys, visitors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Completes work at assigned work station determined by supervisor.

Works hours as scheduled.

### **ADDITIONAL FUNCTIONS**

Performs requested administrative duties of answering telephone calls, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, and other tasks as needed.

Utilizes computerized data entry equipment and various word processing and/or file maintenance programs to enter, store and/or retrieve case file information; summarizes information for standard reports, selecting data from varied sources.

Conducts assigned errands, such as, transporting legal/court documentation, or other errands.  
Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Criminal Justice, Social Sciences, Psychology, Public Administration or a closely related field; a minimum of two (2) years previous experience and/or training involving court services, law enforcement, probation, pre-trial services, parole, corrections, or criminal investigations; or any equivalent combination of education, training, and experience which provides the requested knowledge, skills, and abilities for this job. Must possess a thorough knowledge of Tennessee Code Annotated (TCA) and criminal state statutes governing probation, social service agencies, court procedures and treatment facilities in the area. Strong organizational, interpersonal, and decision-making skills preferred. Must possess and maintain a valid Tennessee Driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards or violence.

### PHYSICAL DEMANDS ANALYSIS

#### 1. STANDING AND WALKING

**Tasks:** Leading group, walking to and from the judicial building

**Surface:** carpet, concrete

**Estimated Total Hours:** 1-2 **Maximum Continuous Time:** 2

#### 2. SITTING

**Tasks:** Data entry, paperwork, monitoring clients

**Estimated Total Hours:** 6.5 **Maximum Continuous Time:** 4

#### 3. LIFTING/CARRYING

**Objects:** laptop, chairs, tables, books, supplies

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs.	X				
11-25 lbs.			X		
26-50 lbs.				X	
51-75 lbs.					X
76-100 lbs.					X
>100 lbs.					X

4. **PUSHING/PULLING**

Objects: doors

Height of hands above floor during push: waist high, above head, knee

5. **CLIMBING**

Tasks: stairs – 4 flights

Frequency: one to two times a week

6. **REACHING**

Tasks: monitoring clients, computer, files, stocking supplies, etc.

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily		<5lbs
21-36"	All	Daily		<5lbs

7. **WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters	X	
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	
Inside Building	96 % of time	
Outside	4 % of time	

8.

**OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash	X	

9. **LIST TOOLS, EQUIPMENT AND MATERIALS USED**

Laptop, computers, supplies, books, property, car, touch screen, remote

**10. HAND USE**

<b>Type of Use</b>	<b>Yes</b>	<b>No</b>	<b>Frequency</b>
<b>Keystrokes</b>	X		daily
<b>Grasp</b>	X		daily
<b>Fine Motor i.e.: writing, twisting hands or wrist, etc.</b>	X		daily

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Full Legal Name (printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date