

Job Title: Pre-Trial Release Officer
Department: Pre-Trial Diversion Department
FLSA Status: Non-Exempt
Positions Supervised: None

JOB SUMMARY: Responsible for the overall operation of the Pre-Trial Office for Erath County in compliance with state, federal and local statutes, rules and regulations. The Pre-Trial release officer must have the ability to work independently but serves under the discretion of the County Court at Law Judge and District Judge. Officer serves as bailiff for County Court at Law and must assist in Courthouse Security.

ESSENTIAL FUNCTIONS:

- ◆ Coordinate pleas involving defendants who are detained in the Erath County jail which includes delivering plea paperwork to the defendant, ensuring the paperwork is completed correctly and return the paperwork to the County Attorney prior to the plea.
- ◆ Conduct and prepare reports to assist Courts in monitoring defendants with bond conditions.
- ◆ Monitor interlock devices that are required as a condition of an Occupational driver's license and ensure the devices are installed and are working on defendants' vehicles.
- ◆ Supervise and/or monitor compliance with bond conditions which may include drug testing defendants and meeting with defendants who are required to report while their case is pending.
- ◆ Maintain TCOLE records as required by statute for purposes of law enforcement commission with the Erath County Attorney's Office.
- ◆ As the Terminal Agency Coordinator (TAC) & Local Administrator User (LAU): maintain all records and requirements to operate the Public Safety Reporting System (PSRS) and work with all applicable judges to make sure they are in compliance with Texas Law Enforcement Telecommunications System (TLETS) regulations.
- ◆ Represent the department in all court activities.
- ◆ Prepare request for bond revocations for lack of compliance.
- ◆ Serve as bailiff for Court at Law.
- ◆ Operate the video-conference equipment for pleas for defendants who are detained in the Erath County Jail and assisting the Court and attorneys with technology in the courtroom.
- ◆ Assist the Court at Law and District Court with appointment of counsel for parties who request court appointed counsel which includes ensuring the paperwork is completed correctly and picking up the paperwork from the Jail and delivering it to the appropriate court.
- ◆ Assist jail personnel in supervising inmates during court appearances.
- ◆ Conduct urinalysis testing, as needed.

Other responsibilities include duties as assigned within the scope of responsibility and requirements of the job.

EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:

High School graduate or equivalent.

Possess a valid Texas Driver's License.

Licensed peace officer by Texas Commission on Law Enforcement Officer Standards and Education.

Law enforcement experience preferred.

SKILLS, KNOWLEDGE AND ABILITIES:

- ◆ Requires self motivation and exercise of independent, mature judgment in the supervising of the offender.
- ◆ Demonstrate leadership skills and display working knowledge of ordinances, laws, procedures and department policies relating to bail bonds.
- ◆ Ability to research, coordinate and communicate both orally and written.
- ◆ Must be dependable, detail oriented and confidential with cases.
- ◆ Ability to efficiently operate office equipment.
- ◆ Must be friendly, courteous and helpful to the public.
- ◆ Ability to associate with all County departments in a professional manner.

WORKING CONDITIONS: Work is performed indoors and outdoors. Employee may risk physical hazard from angry, unstable, violent and highly volatile prisoners and/or citizens and from weapons. There may be exposure to communicable diseases, illnesses and body fluids. Travel is required for job related duties and required schools. This position has intermittent exposure to the computer monitor.

PHYSICAL REQUIREMENTS: This position requires ability to take physical control of another person as needed and exposure to stressful situations.