



SUPERIOR COURT OF FULTON COUNTY
COMPETITIVE JOB ANNOUNCEMENT FOR THE POSITION OF:
PRETRIAL RELEASE OFFICER I

(CURRENT VACANCY IN THE PRETRIAL SERVICES DIVISION INTAKE UNIT)

SALARY RANGE: B-22 \$32,406 - \$53,957

CLOSING DATE: AUGUST 11, 2016

QUALIFICATIONS: Completion of course work equivalent to the academic requirements of a Bachelor's degree in Criminal Justice or Behavioral Science including Psychology, Sociology, or a related field; or a year for year interchange of indicated education and experience equal to the minimum qualifications.

EXAMINATION: The examination will consist of an evaluation of education and experience, accomplished by analysis of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed to be rated as qualified. If selected, an official educational transcript is required for all degrees/course work used to qualify for this position.

JOB SUMMARY: Incumbent in this class performs duties related to interviewing defendants, assessing eligibility, and issuing release orders for defendants who meet the stipulations of the Pretrial Services Program. Responsibilities include conducting counseling sessions, qualifying defendants for pretrial release interviews, and providing referrals to social/rehabilitative agencies.

ESSENTIAL DUTIES: Prepares for bond hearings and processes defendant's information reports. Checks defendants' criminal histories and driving records and documents each citation and their disposition. Reviews assigned cases on a daily basis. Determines if defendants qualify for pretrial release interviews. Conducts interviews with defendants, determines if clients are a candidate for the pretrial release program, and verifies references. Conducts counseling sessions and provides referrals to social/rehabilitative agencies. Assists pretrial program participants in resolving and/or handling problems. Makes recommendations to release defendants to appropriate staff. Meets with released defendants to discuss rules and conditions governing their release. Removes defendants in violation of their release from their original bond. Maintains files, responds to inquiries, and performs various duties required by court rules and regulations.

KNOWLEDGE: Laws, rules, and regulations governing pretrial release services; Principles and practices of customer service; Methods and techniques used in conducting research related to area of assignment; Personal computers and related software; Methods and techniques used in pretrial screening and assessment to determine client eligibility; Social/rehabilitative agencies and community resources related to area of assignment.

SKILLS: Evaluating and processing complex criminal information and recommending appropriate action; Conducting legal research; Organizing and prioritizing work; Preparing and presenting oral and written communication/reports; Conducting pretrial screening and assessments; Providing effective customer service; Operating personal computers, including spreadsheet, database, word processing, and presentation software; Establishing and maintaining effective working relationships with other County personnel, officials, and the general public; Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

TO APPLY:

Resumes with letters of interest, as well as the completed EEO/Veteran's Identification Data Sheets, may be sent to the Superior Court Administrator's Office, 136 Pryor Street, Suite 640, Atlanta GA 30303 or emailed to SCA.BusinessOffice@fultoncountyga.gov by August 11, 2016 at midnight.

It is the policy of Fulton County that there will be equal opportunity for every citizen, employee and applicant, based upon merit without regard to race, color, religion, national origin, gender, age, disability or sexual orientation.

EEO Candidate Voluntary Self-Identification

Superior Court of Fulton County _____

Superior Court believes that all persons are entitled to equal employment opportunities and does not discriminate against employees or applicants because of race, color, gender, religion, sex, sexual orientation, disability, veteran status, age, marital status, or national origin, or any other protected group status as defined by the laws. In order to comply with certain non-discrimination laws and regulations to which it is subject, the Court invites you to voluntarily self-identify your gender, race/ethnicity, and veteran status. Please complete the information below, which includes the option to choose not to self-identify, and return as instructed.

This information will be kept confidential and separate from your application for employment. Your submission of this information is entirely voluntary and refusal to provide it will not influence our screening /selection decisions.

Name: _____	Date: _____
Position Applied For: _____	
Referral Source:	<input type="radio"/> Internal (Current Employee) <input type="radio"/> www.fultoncourt.org <input type="radio"/> Friend <input type="radio"/> Relative
<input type="radio"/> Internet Job Board	<input type="radio"/> Other: _____ (please specify)

I do not wish to complete the information requested below.

Please mark the respective box that describes the sex and the race/ethnicity category with which you

Sex:	<input type="radio"/> Female	<input type="radio"/> Male	
Race/Ethnicity:	<input type="radio"/> Hispanic/Latino	<input type="radio"/> Black/African American	<input type="radio"/> White
	<input type="radio"/> American Indian/Alaskan Native	<input type="radio"/> Asian	
	<input type="radio"/> Native Hawaiian or Other Pacific Islander	<input type="radio"/> Two or More Races (Not Hispanic or Latino)	

Identify:

RACE/ETHNIC DEFINITIONS:

Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American: a person having origins in any of the black racial groups of Africa.

Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Two or More Races: a person who primarily identifies with two or more of the above race/ethnicity categories.

VETERAN STATUS:

- Disabled Veteran - A “disabled veteran is one of the following: A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or A person who was discharged or released from active duty because of a service-connected disability.
- Recently Separated Veteran - A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.
- Active Duty Wartime or Campaign Badge Veteran - An “active duty wartime or campaign badge veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- Armed Forces Service Medal Veteran - An “armed forces service medal veteran means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
- I am not a protected veteran

Please mark the respective box below that describes your veteran status:

DISABILITY STATUS:

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Epilepsy
- Muscular
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation) dystrophy

Please mark the respective box below that describes your disability status:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DO NOT HAVE A DISABILITY
- I DO NOT WISH TO ANSWER

Thank you