

General Information

Job Title: Director of Pretrial Services
Location: 201 S. Broadway, Ste. 400
Little Rock, AR, 72201
Base Pay: \$63560.90 - \$80457.00 / Year
Relocation Expense Covered: No
Employee Type: Not subject to FLSA
Required Degree: 4 Year Degree
Manage Others: Yes

Description

Department: County Judge
Position Control Number: 0100-006
FLSA Status: Personal Staff not subject to FLSA
Safety Sensitive Designation: This position is designated as safety-sensitive.
Random Drug/Alcohol Test: Yes
Opening Date: June 17, 2023
Closing Date: July 17, 2023 at 11:59 PM

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.

JOB SUMMARY: Responsible for overseeing the daily operations of pretrial services and programs; leads the implementation of new and existing services while collaborating with leadership across multiple agencies to ensure effective program development.

ESSENTIAL JOB FUNCTIONS:

- Provides daily supervision and oversight to Pretrial Services Staff; ensures staff adheres to policies and procedures in daily operations; provides training and direction to current and new staff.
- Develops an agency-wide strategic plan, which includes the establishment and tracking of key outcomes-based indicators that reflect the justice and safety goals of Pulaski County, to ensure that evidence-based practices related to pretrial supervision are implemented with fidelity.
- Ensures all work performed complies with policy and procedures; reviews, edits, and approves investigations, correspondence, pretrial investigations, and court documents to ensure adherence to policy; reviews and responds to complaints against Pretrial Services.

- Oversees the collection and reporting of data electronically concerning background information and vital statistics of defendants, types of crimes, location of crimes, recidivism, etc.; utilizes data for analysis and understanding of criminal behavior; conduct quality control checks for accuracy of data storage and reporting.
- Utilizes collected background information and pretrial assessments in determining recommendations for pretrial services and programs; monitors individuals recommended for services to ensure appearance in programs and court as required.
- Utilizes evidence-based research to develop strategies and activities that will embrace the nationwide best practice recommendations, and support goals of reduction of the number of detained persons as possible.
- Establishes and maintains effective working relationships with attorneys, judges, and law enforcement agencies to address challenges and to create operational solutions and standards for participant services and court-based advocacy.
- Conducts ongoing research concerning programs and services that include substance and/or alcohol abuse treatment, mental health treatment, and medical care that reflect evidence-based success with at-risk pre-trial populations.
- Develops and oversees educational opportunities for community and staff; promotes the mission of Pretrial Services.
- Attends meetings and training seminars to stay abreast of new developments, trends, and rulings on pretrial issues; arranges relevant annual staff training from outside agencies as necessary.
- Researches available funding and grants; oversees the preparation of grant applications for various programs and services.
- Collects data and monitors grant performance toward the achievement of approved objectives; reports grant data to Pulaski County's Grants Administrator.
- Attends Quorum Court meetings and serves on various boards and committees related to pretrial services as required; communicates the function, objective, and accomplishments of pretrial services; coordinates departmental information with Communications Director.
- Prepares and monitors departmental budget; purchases and maintains office equipment, furniture, and supplies.
- Develops uniform policies and standard operating procedures for Pretrial Services Staff; evaluates and monitors staff performance.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other related duties as assigned.

PERSONNEL SUPERVISED: Supervises the staff of Pretrial Services.

WORKING CONDITIONS: Work is performed primarily in a smoking-restricted environment. Attendance at various locations throughout the County is required. Duties may involve dealing with emotional, tense situations. The position will be required to be on-call to provide support for Intake personnel.

MINIMUM QUALIFICATIONS:

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

- Extensive knowledge of pretrial laws, evidence-based programs, and best practices policies/procedures.
- Considerable knowledge of psychology and developmental issues.
- Considerable knowledge of criminal court proceedings and processes.
- Good knowledge of budget preparation and financial management.
- Ability to plan, organize, and oversee the work of Pretrial Services staff.
- Ability to read and interpret Criminal Code and other state and federal laws.
- Ability to maintain confidential records in accordance with state statutes.
- Ability to compose educational, public, and persuasive presentations.
- Ability to establish and maintain effective working relationships with community organizations, judicial personnel, state and local agencies, employees, and the general public.
- Skill in the use of a computer and applicable software including EXCEL, Word, Contexte, ACIC/NCIC, etc.

PHYSICAL REQUIREMENTS:

- Ability to effectively communicate, both to groups and on an individual basis.
- Visual acuity is necessary for use of a computer screen.
- Digital dexterity needed for the use of a keyboard, calculator, and other office equipment.

EDUCATION AND EXPERIENCE:

Completion of a bachelor’s degree in criminal justice, counseling, psychology, social work, sociology, education, or a related field; extensive experience with criminal justice system, correctional work, law enforcement, or a related field; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

Requirements

- Completion of the Probation Officer Certification Course within six months of employment.
- Must be ACIC/NCIC certified or become certified within six months of employment.
- Employment is contingent upon satisfactory completion of a criminal, sexual offender, adult maltreatment background check and psychological examination annually.

Summary

ACCESSIBILITY NOTICE: If you are an individual with disabilities who needs accommodation or you are having difficulty using our website to apply for employment, please contact humanresources@pulaskicounty.net or call (501) 340-6110.