

Class Concept

Employees supervise Judicial Services Coordinators and oversee and coordinate the processing of new probation cases. Administrative tasks include assessment, research, and processing of legal documents, troubleshoot documents related to the filing and adjudication of cases to ensure compliance, preparation of reports, and verification of information gathered. Employees may assist with recommendations for court ordered pre-sentence and pre-parole investigations. Employees provides specialized technical support to staff, attorneys, and the public regarding cases, rules, and procedures of the court; tracks the status of cases; oversees the enrollment of offenders into the community service work program; enter and update all agency agreements upon approval and supervise the placement of offenders with agencies to perform community service work. Employees may assign cases to officers. Employees recruit new agencies to participate in the community service work program and maintains working relationships with outside agencies. 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.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of community service work programs, community resources, punishment plans, government and non-profit agencies in the community.
- Thorough knowledge of community service work program, punishment plans, and government and nonprofit agencies in the community.
- Thorough knowledge of criminal behavior, family and group dynamics, intervention and prevention techniques.
- Thorough knowledge of community corrections, probation, parole, post-release, structured sentencing, criminal law and statutory guidelines.
- Thorough knowledge of work placement techniques.
- Working knowledge of judicial and law enforcement systems and their operational procedures.
- Working knowledge of computer operations and applicable software.
- Ability to establish and maintain an effective working relationship with subordinates, and participating agencies in the community, judicial and law enforcement personnel, and DPS personnel.
- Ability to communicate in oral and written presentations.

Minimum Education and Experience

Bachelor's degree in criminal justice, human services, psychology or related field of study from an appropriately accredited institution and one year of experience as a Judicial Services Coordinator or other directly related experience; or an equivalent combination of training and experience; or

Associate's degree in criminal justice, human services, psychology, or related field of study from an appropriately accredited institution and three years of experience as a Judicial Services Coordinator or other directly related experience; or an equivalent combination of training and experience; or

High school or General Educational Development (GED) diploma and five years of experience as a Judicial Services Coordinator or other directly related experience; or an equivalent combination of training and experience.