

TITLE: Court Services Specialist JOB CODE: 1307

PREPARED: 12/03/09 FLSA: Non-Exempt

UPDATED: REVISION #:

**Summary:** Under general supervision, provides staff support to the Court Services Department, interviews clients, and formulates release recommendations.

**Distinguishing Characteristics:** This designation is distinguished from the Court Services Specialist Trainee by a greater level of experience, a greater degree of operational freedom, and a broader range of work activities.

**Essential Job Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Assesses arrestees to determine offender risk, needs, and supervision requirements.
- Researches criminal histories; screens for indigent status to determine eligibility for appointed counsel; verifies income and employment; determines eligibility for court diversion programs; formulates release recommendations and supervision plans; presents assessment findings at court hearings.
- Supervises, monitors, and tracks pre-trial defendants; notifies defendants of court appearance dates; assists defendants in meeting court conditions of release; refers defendants to community services; prepares reports to the courts regarding defendant compliance; facilitates the return to court of defendants who fail to make court appearances; manages defendant records and other data.
- Gathers information from documents and contacts with other County offices or external agencies; enters and retrieves data from automated systems and prepares periodic or special reports; creates formats, reports, spreadsheets and databases; enters information on notices and correspondence regarding order to appear, subpoenas, various court orders and affidavits.
- Maintains and processes a variety of records; determines acceptability of information and selects proper procedures; codes and classifies data; compiles summaries; identifies and corrects deletions and omissions; establishes and revises filing systems; processes mail and performs miscellaneous filing and document searches.
- Performs related work as required.

# MINIMUM QUALIFICATIONS

## Required Knowledge and Skills:

- Knowledge of legal office principles, practices and terminology.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of the criminal justice and court systems.
- Knowledge of various community resources.

## **JOB DESCRIPTION**

Court Services Specialist

- Knowledge of correct English usage, spelling, grammar and punctuation.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in interviewing practices.
- Skill in utilizing assessment techniques and tools and formulating recommendations based on the assessments.
- Skill in understanding and applying laws, rules, codes, regulations, and procedures.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in establishing and maintaining effective working relationships with program participants.
- Skill in operating a personal computer and software applications.
- Skill in performing research and logically organizing information.
- Skill in working under pressure and within strict timelines.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with offenders, victims, judges, attorneys, criminal justice system personnel, external agencies, and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

## **Education, Experience, Certifications and Licenses:**

- High School diploma or equivalent GED certificate.
- Two years of full-time experience interviewing clients and formulating recommendations based on information collected, preferably in court services.
- Two years of full-time experience working in a legal environment.
- Possession of a valid State of Nevada Driver's license.

### **Special Requirements:**

- Must be willing and able to respond on evenings and weekends, as needed.
- May be required to attend out-of-town training and/or meetings requiring travel by car, plane or other means of transportation.

### **Environmental Factors and Conditions/Physical Requirements:**

- Work is typically performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 40 pounds.

### **Equipment and Tools Utilized:**

 Special Equipment includes computerized and conventional office equipment, audio and video equipment, and a motorized vehicle.