Hamilton County, Ohio
Municipal Court
Job Opportunity
An Equal Opportunity Employer

Posting Number:	43-25
Date Posted:	October 27, 2016
Deadline to Apply:	November 17, 2016

POSITION: Pretrial Officer I

DEPARTMENT: Hamilton County Municipal Court – Pretrial Services
LOCATION: Hamilton County Justice Center, 1000 Sycamore, Cincinnati, OH
WORK HOURS: 70 hours bi-weekly (full-time); **2nd or 3rd shift position with work on weekends and holidays**
FLSA STATUS: Hourly/Non-Exempt
SALARY: $14.83 per hour, during probationary period
$15.61 per hour, after probation

Listed below are the QUALIFICATIONS for the position:

A high school diploma or its equivalent, plus a minimum of two years of college at an accredited institution or two years' experience in the criminal justice field. RCIC certification or, if not currently certified, must obtain certification once employed. Must successfully complete a background investigation which includes a polygraph examination.

Listed below is a summary of the JOB DUTIES:

This position is in the Intake Unit of the Department of Pretrial Services. Work involves screening pretrial arrestees in order to gather information for the bail evaluation process and to determine the level of pretrial services intervention required. Interviews individuals who have been arrested, charged, and are being held prior to arraignment at the Hamilton County Justice Center. Informs detainees of purpose of bail investigation. Verifies background information provided by the defendant. Gathers and compiles all information necessary to complete bail evaluation process. Determines any existing potential release options available and level of pretrial services intervention needed. Reviews defendant's information to assess suitability for various programs. Obtains the defendant's prior criminal record and completes a point scale evaluation. Prepares and presents completed bail report with release eligibility recommendation to the court. Verifies defendant's current bond status and provides current bond status updates to the Sheriff's Office and the Clerk's Office. Explains to defendants obtaining non-financial releases the conditions of their release and the time and date of their next court action. On-call in absence or illness of other related staff. Performs related duties as required.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume by e-mail, fax or mail.

E-mail: HRCourt@cms.hamilton-co.org
Fax: (513) 946-5809
Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202