



## Pretrial Services ~~Investigator~~ Supervisor

Pretrial Services

PTS/2

Pay Grade: 17/A

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This position is responsible for conducting pretrial investigations and for coordinating day-to-day department operations.

### MAJOR DUTIES

- ~~Maintains the security and safety of the departments personnel and visitors~~
- ~~Assists the Director in coordinating~~ Coordinates the day-to-day department operations.
- Trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Monitors offenders using global positioning system (GPS) equipment.
- Processes department payroll.
- Prepares requisitions for all office purchases.
- **Processes payments received; assist in submission of daily payment reports and bank deposits.**
- Completes applications for bonds for indigent defendants.
- Conducts field visits.
- Prepares affidavits of non-compliance and requests arrest warrants from courts.
- Responds to after-hours emergencies.
- Perform any other duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of criminal justice system policies and procedures.
- Knowledge of county **and department** personnel policies and procedures.
- Knowledge of bond-release program eligibility requirements

Knowledge of relevant federal and state laws, county ordinances, ~~and department policies and procedures.~~

- Knowledge of computers and job-related software programs.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Skill in the preparation of required reports.
- ~~Skill in the use of a handgun and other law enforcement tools and equipment.~~
- Ability to communicate in English and Spanish.

### SUPERVISORY CONTROLS

The Pretrial Services Director assigns work in terms of very general instructions. **The supervisor will keep staff informed by scheduling frequent staff meetings.** The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### GUIDELINES

Guidelines include the Texas Code of Criminal Procedures, the penal code, county policies and procedures, and civil services policies and procedures. These guidelines require judgment, selection, and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, and investigative duties. The variety of duties contributes to the complexity of the position.
- The purpose of this position is to conduct pre-trial investigations and monitoring of defendants and to ~~assist in coordinating~~ **coordinate** the departments operations. Successful performance contributes to the efficiency and effectiveness of department operations. •

### CONTACTS

- Contacts are typically with coworkers, court personnel, law enforcement personnel, defendants, jail personnel, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Pretrial Magistrate Assistant (1), Senior Judicial Bond Officer (1), Judicial Bond Officer (3), Judicial Clerk (1) and Administrative Clerk (1).

**MINIMUM QUALIFICATIONS**

- ~~Associates Degree~~ Graduated from an accredited college or university with a bachelor's degree preferred from an accredited college in criminal justice or related field.
- Must have one to three years experience in a supervisory environment.
- ~~Ability to meet current requirements set forth by the Texas Commission of Law Enforcement Officers Standards and Education.~~
- Must have a high school diploma or GED from an accredited institution

**OTHER REQUIREMENT/INFORMATION**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is not covered by Civil Service; however, all other Webb County policies apply.

**ACKNOWLEDGEMENT**

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

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Supervisor's Signature

Print Name

Date

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