



Judicial Bond Officer
Pretrial Services

PTS/4
Pay Grade: 12

JOB SUMMARY

This position supervises inmates in the personal recognizance (PR) bond process. An incumbent in this position may be designated "Senior Judicial Bond Officer".

MAJOR DUTIES

- Interviews incarcerated individuals to determine if they qualify for appointment of attorney; assigns and verifies attorney appointments.
- Conducts interviews with incarcerated individuals to determine eligibility for release through the PR bond process.
- Contacts family members to advise them that inmate has qualified for a PR bond release.
- Provides information to judges and other court personnel as requested.
- Refers clients for eligible social services.
- Assists in training staff.
- Supervises defendants released through Pretrial Services; revokes bonds for violations; monitors defendant locations through the use of GPS hardware and software.
- Prepares court dockets.
- Attends court hearings.
- Conducts field visits.
- Responds to after-hours emergencies.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of court policies and procedures.

- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of indigent defense services policies and procedures.
- Knowledge of computers and job-related software programs.
- 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.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Pretrial Services Director or the Pretrial Services Investigator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include court, department and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related duties in the processing of inmate bonds and the monitoring of release defendants to ensure compliance with bond requirements. The variety of circumstances associated with defendants contributes to the complexity of the position.
- The purpose of this position is to assist in the processing and monitoring of defendant bonds. Successful performance contributes to the efficiency and effectiveness of court 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, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping or walking. 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

None.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university preferred, but not required in criminal justice, social service or related field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.

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 covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

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
----------------------	------------	------

Supervisor's Signature	Print Name	Date
------------------------	------------	------



CERTIFIED
OCTOBER 17 2019
By Webb County
Civil Service Commission

Judicial Clerk
Pretrial Services

PTS/5
Pay Grade: 11

JOB SUMMARY

This position is responsible for providing clerical support for assigned court operations.

MAJOR DUTIES

- Assists with initial court proceedings related to Pretrial Services and the appointment of attorneys.
- Prepares documents for court proceedings.
- Coordinates and completes defendant interviews.
- Gathers defendant financial information.
- Assists the presiding judge in the appointment of attorneys.
- Assists attorneys with question regarding defendant information.
- Scans magistrate packets and bail bond documents.
- Organizes and inputs data to a computerized database.
- Prepares and indexes magistrate packets; forwards packets to appropriate personnel.
- Contacts and advises attorneys of detention hearings.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION.

- Knowledge of modern office practices and procedures.
- Knowledge of court, county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of standard office equipment.

- Skill in oral and written communication.
- Ability to communicate in English and Spanish; preferred.

SUPERVISORY CONTROLS

The Pretrial Services Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with instructions, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include court, county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for assigned court operations. Successful performance contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, court personnel, defendants, attorneys, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing or walking.
- The work is typically performed in an office and a courtroom.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- A minimum of 30 college credit hours from an accredited college or university preferred.
- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

