



# Pretrial Services Supervisor

Class Code:  
4913

Bargaining Unit: Alameda County Management Employees  
Association

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Jun 7, 2009  
Revision Date: Oct 21, 2016

## SALARY RANGE

SEE SALARY SCHEDULE

## **JOB DESCRIPTION:**

### JOB DEFINITION

Under direction, to manage the Pretrial Services Division within organizational and policy guidelines; and to perform other related duties as assigned.

### DISTINGUISHING FEATURES

This is a journey level class that reports directly to the Trial Court Administrator and is responsible for the operation of the Pretrial Services Division. Pretrial Services is responsible for interviewing, investigating, and preparing written reports to the court regarding a defendant's eligibility to be released from custody on his/her own recognizance at any time during the adjudication of the current case. This class is distinguished from the lower-level class of Pretrial Services Specialist in that the former requires the full range of supervisory responsibility. It is further distinguished from the higher-level class of Trial Court Administrator in that the latter manages multiple court programs and oversees administrative and operational areas.

## **EXAMPLES OF DUTIES:**

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Plans, supervises or directs, reviews and evaluates the work of staff and interns; supervises the proper scheduling and workload balance among staff; and ensures daily coverage of misdemeanor calendar courts, misdemeanor and/or felony arraignment and/or courtroom(s).
2. In the absence of a Pretrial Services Specialist, provides back up assistance to calendar and arraignment courts by performing such functions as interviewing defendants in custody and assisting the Court in determining the defendant's eligibility to be released on his or her own

recognizance; obtaining and verifying social connections such as current and prior addresses, community involvement, family situation, work record, current employment status, work history and any other personal facts, including medical, psychiatric or substance abuse issues that are pertinent to the Court in making a release decision; and conducting interviews with references provided by defendants either by telephone or in person to verify the information provided by the defendant.

3. Develops performance and improvement plans for employees; conducts periodic discussions about progress on work performance and improvement plans; and prepares written performance reviews and meets with appropriate staff and/or interns.

4. Provides for the selection, training, professional development and discipline of staff.

5. Oversees and participates in the selection of the Student Intern Coordinator; participates in the selection process for student interns; develops and updates intern training materials; and facilitates intern training sessions.

6. Researches procedural information; analyzes changes in regulations; evaluates the impact of changes upon program operations and drafts policy and procedural changes as required; and interprets rules and regulations.

7. Researches criminal justice databases for case information such as CORPUS; reviews cases and provides feedback to staff and interns.

8. Coordinates program activities with the courts and other criminal justice agencies to meet operational needs and/or resolve issues as appropriate.

9. Prepares statistical reports; and participates in monthly team and court-wide meetings.

10. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

(May be met in either one of two options)

### Option I

Experience:

The equivalent to two years of full-time experience in the class of Pretrial Services Specialist or equivalent position in the Superior of California, County of Alameda service.

### Or Option II

Education:

Graduation from an accredited college or university with a Bachelor's degree in the social sciences, criminal justice, public or court administration or a closely related field.

Additional program management experience in pretrial, probation, courts, legal, law enforcement or other similar field may substitute for the education on a year-by-year basis.

And

Experience:

The equivalent to three years of increasingly responsible program management experience in pretrial, probation, courts, legal, law enforcement or other similar field that includes one year of supervising staff.

A Master's degree in an accredited college or university in the social sciences, criminal justice or public or court administration or a closely related field may substitute for one year of the requisite experience.

## **KNOWLEDGE AND ABILITIES:**

*Knowledge of* supervision principles and practices, including goal setting, work planning, employee development, resource allocation and employee discipline; principles of facilitation and training; organizational functions and interrelationships between the courts and criminal justice system agencies; provisions of the California Penal Code and other statutory laws relative to criminal offenses; criminal justice record keeping, automated information systems and computerized data analysis programs; statutes impacting pretrial release, bail setting and probable cause; social, economic and psychological factors that affect behavior; cultural diversity issues; current trends pertaining to homelessness and street dynamics; techniques of interviewing, investigation and caseload management; court and arrest procedures, custody disposition alternatives; clinical issues and current trends as they relate to Pretrial Services, alcohol and drug issues in society and criminal justice administration; appropriate community and criminal justice system resources in client case management; local social services, mental health and substance abuse treatment agencies for referral of clients; substance abuse and mental health treatment modalities; and personal computers and word processing software such as Microsoft Word and Excel.

*Ability to* supervise and coordinate staff, interns and programs within the Pretrial Services Division; train, discipline, motivate and evaluate staff; establish and maintain effective relationships with those contacted in the course of work; plan and assign workloads clearly and effectively to ensure appropriate coverage, as well as staffing for concurrent court calendars; assess and review cases quickly and concisely; interpret rules and regulations and provide effective guidance to staff; communicate effectively, both orally and in writing; work with accuracy under time constraints; evaluate and resolve complex issues, define alternatives and

implement appropriate solutions; interview defendants, investigate the defendant's community ties information; prepare clear and concise reports; research technical documentation; develop and update training and written technical materials and manuals; organize and prioritize work assignments; write legibly; effectively manage work in a diverse work environment serving a multi-cultural community; work collaboratively with judicial officers, attorneys, and court and county staff; work with individuals from diverse socioeconomic, cultural, disability and ethnic backgrounds; communicate emphatically, calmly, and clearly with clients under stressful situations; maintain confidentiality of information; appropriately exercise discretion and independent judgment and make decisions; organize work, set priorities and meet established deadlines; maintain accurate records and files; effectively and professionally represent the court in answering questions, responding to inquiries and dealing with concerns from judicial officers, court and county staff and external agencies; operate modern office equipment and personal computers, and use specified computer applications, including word processing, spreadsheets and other technology tools as applicable; maintain flexibility in managing an unpredictable workday; meet established deadlines in a timely manner; use manuals, codes or written guides as applicable; and exercise sensitivity toward cultural issues.

## **CLASSIFICATION HISTORY:**

Date established: 6/07 CW/cw

Revised: 3/30/2009 CW; 10/21/2016 RT