

**LORAIN COUNTY COMMON PLEAS COURT
POSITION DESCRIPTION**

Job Title:	Jail Case Management Officer	FLSA Status:	Non Exempt
Department:	Adult Probation Department	Civil Service:	Classified
Supervisor:	Chief Probation Officer	Employment Status:	Full Time

JOB PURPOSE AND OVERVIEW

Jail Case Management Officer is responsible for the daily evaluation of inmates at the Lorain County Jail for possible release. Assess and review all offenders at intake to determine current judicial status. Advises of pending cases; assesses pretrial detainees for Court Supervised Release with possible recommendations for alcohol/drug treatment or mental health needs and make bond recommendations to the Court. Jail Case Manager must constantly evaluate lower risk inmates for the Court Supervised Release Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties indicate the general nature and level of work performed by the Jail Case Management Officer. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position. Other duties may be required or assigned at any time.

1. Determine risk and needs of offender using Pre-Trial Risk Assessment tool.
2. Check for all pending holds and outstanding warrants through all courts, state and county wide.
3. Expedite holds and outstanding warrants by contacting the appropriate Court and/or law enforcement agency.
4. Conduct background and criminal history checks of offenders considered for Court Supervised Release.
5. Make recommendations to Courts for bond reduction with placement in Court Supervised Release and/or Electronic Monitoring House Arrest.
6. Investigate to identify offenders with pending cases.
7. Prepare monthly reports
8. Assist with Pretrial assessments and services as needed.
9. Assists appropriate level armed Probation Officer with transport needs.
10. Distributes daily inmate booking list.
11. Perform any and all other assigned duties as requested.

QUALIFICATIONS AND REQUIREMENTS

1. Must be able to read, write, speak and understand the English language.
2. Must be able to complete work in a neat, precise and timely manner.
3. Must be able to effectively communicate with persons of all ethnic and socioeconomic backgrounds.
4. Must be able to efficiently and effectively manage time and organize workload.
5. Must be able to accept direction and instruction from supervisor(s)
6. Must be proficient with Microsoft Office, including Word, Excel, and Outlook.

7. Must be able to work independently, handle stressful situations and clients displaying erratic and/or combative behavior.
8. Must be able to conduct client interviews.
9. Must have a valid State of Ohio Driver's License with acceptable driving record.
10. Must be capable of adhering to State Standards and the policies and procedures of the Lorain County Adult Probation Department.
11. Relevant criminal justice experience required.
12. High school diploma/GED.

COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of this position, the Court expects the incumbent will adhere to all court policies, guidelines, practices and procedures; specifically, in regards to reliability and attendance; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

Employee hereby acknowledges having received a position description and understands the duties, responsibilities, qualifications, and requirements for this position. Employee further recognizes that the above information is not an exhaustive list and may be supplemented or changed at any time.

Signature of Employee

Date

Witness

Date