



# COUNTY OF NYE

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## CLASS TITLE: COURT SERVICES SPECIALIST

### **BASIC FUNCTION:**

Responsible for performing screening of inmates to provide assessments for the Judge in relation to their eligibility for release; monitors defendants to ensure compliance with court orders. Acts as the contact for defendants, where relations may be sensitive, difficult or strained, and obtains information required for determining release or retention.

This is a court support classification, familiar with terms and conditions of release and probation. Besides providing information regarding court and criminal justice requirements, functions, policies and procedures, they interview individuals being held in detention to obtain information regarding release and/or bail requirements. The emphasis is on difficult public contact in a confined setting.

### **REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Deals with individuals who have been arrested and callers related to such arrests that may have significant problems or require specialized services or in situations where relations are often confrontational or strained
2. Interviews individuals to obtain standard demographic background and personal information
3. Accepts bail, prepares receipts and balances monies.
4. Confers with offenders, legal representatives and other concerned persons; reviews documents pertaining to legal and social history of offender as part of investigations and to formulate rehabilitation plan; communicates policies, rules, and expectations as required
5. Completes various risk assessments, financial affidavits and provides to the court for use in release and bail determinations; provides recommendations regarding conditional release or retention of individuals; explains court ordered conditions of individuals on release; evaluates offender progress and compliance status
6. Maintains regular contact with defendants; supervises and monitors to ensure compliance with court requirements
7. Assists detention staff installing, monitoring and removing house arrest electronic monitoring equipment; coordinates placement of defendants into substance abuse and/or mental health programs.
8. Completes forms and/or enters data into computerized system to compile statistics and produce reports in regard to the progress of defendants, court appearances, payment of fines, community service and related matters

9. Coordinates activities with other law enforcement agencies, courts and support agencies

#### **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: High School diploma or GED; AND two (2) years of criminal justice experience OR an equivalent combination of education, training and experience; AND one (1) year full-time general clerical or legal office support experience, which has included dealing with the public.

#### **Required Knowledge and Skills**

##### *Knowledge of:*

- Policies, procedures, regulations and rules of the Court and the criminal justice system
- Laws, statutes and national/state pre-trial standards
- Principles and practices of pre-trial operations
- County geography
- Techniques for dealing with a variety of individuals, from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained
- Personal computers utilizing standard and specialized software applications applicable to the needs of the position
- Standard office practices and procedures, including filing and the operation of standard office equipment
- Basic business arithmetic
- Basic record keeping practices
- Communicating effectively in oral and written form

##### *Skill in:*

- Explaining laws, rules and regulations
- Analyze situations quickly and objectively
- Interviewing difficult individuals and obtaining required information
- Working without close supervision in standard work situations
- Reading and interpreting criminal history information and the use of Risk Assessments
- Supervising a caseload of offenders and ensuring adherence to orders and conditions set by the courts
- Accepting bail and making accurate arithmetic calculations
- Coping with adverse situations firmly, courteously and with respect for individual rights
- Use of monitoring equipment (GPS/TAD) and software
- Prepare clear concise and accurate reports
- Performing detailed office support work; maintaining accurate records of work performed and operating standard office equipment
- Communicating effectively in order and written form
- Dealing with a variety of individuals, from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Establish effective working relationships with departmental personnel, public law enforcement agencies, community groups and general public

**LICENSES:**

Nevada Driver's License; NCJIS and NCIC certification; Satisfactory completion of Pre-Trial 101 training within twelve (12) months of date of employment

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable.

**CONTACTS:**

Co-workers, other department personnel, public and vendors.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; strength and agility to lift 20 pounds.

**WORKING CONDITIONS:**

Work in confined situations with exposure to potentially difficult or dangerous individuals.