



**DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS**

**CITY OF STAUNTON
POSITION DESCRIPTION**

JOB TITLE: Pretrial Program Manager	DEPARTMENT: Blue Ridge Court Services
IMMEDIATE SUPERVISOR: Director and Assistant Director	GRADE/RANK: 13
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

This position provides management, supervision and oversight of the Blue Ridge Court Services (BRCS) Pretrial Services Program and staff. This position is located at the Blue Ridge Court Services office in Staunton, Virginia and oversees pretrial services for the seven localities served by BRCS. The pretrial services program provides screening, investigation and pretrial supervision of defendants in the 25th Judicial District of Virginia. Work is performed under the supervision of the Director and the Assistant Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Shares the responsibility for all program development, inquiries, complaints and requests of the pretrial program with the Assistant Director and Director;
- Is responsible for maintaining, cultivating, and developing positive working relationships with criminal justice partners in all jurisdictions served by the pretrial program;
- Supervises pretrial staff and monitors their compliance with standards as set forth by the Virginia Department of Criminal Justice Services and the BRCS Standard Operating Procedures;

- Is responsible for monthly, quarterly, and yearly departmental statistical performance reports for Pretrial in collaboration with the Assistant Director;
- Is responsible for interviewing, training, supervising, evaluating, and providing backup for pretrial officers in collaboration with the Assistant Director and Director;
- Is responsible for the maintenance of defendant files and computer database management system for the pretrial program in collaboration with the Assistant Director;
- Adapts, modifies, and changes in accordance with “best practices” as they are implemented with Blue Ridge Court Services;
- Treats all people with respect, and displays a professional demeanor that is conducive to motivating the offenders to change;
- Shares responsibility with all staff for the successful operation of Blue Ridge Court Services;
- Represents Blue Ridge Court Services positively in public at all times and;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Possesses specific knowledge of community corrections and evidence-based practices and a general knowledge of the criminal justice system, pretrial, probation law enforcement, etc. Also possesses a general knowledge of human behavior, social science and rehabilitative techniques and objectives. Has the ability to establish and maintain positive working relationships with the courts, legal, law enforcement, clients, victims, families, and the general public. Is able to establish and maintain positive and collaborative working relationships with coworkers, administrative and management staff. Can communicate effectively both orally in writing. Possesses the ability to learn and apply new techniques and skills as trained as well as the ability to utilize a computer, email, word processing, and database management systems. Possesses the ability to train/coach/mentor junior staff with the department to convey knowledge and build skills.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of experience equivalent to graduation from an accredited four-year college or university with major course work in criminal justice, sociology, psychology, social work, counseling or a related field. Demonstrated proficiency (positive performance evaluation) and knowledge base of community corrections. Must have a minimum five years of experience in community corrections. Demonstrates a willingness and ability to accept more responsibility and duties. Ability to share some responsibility for departmental goals and duties with the Assistant Director and the Director.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license. Possession of, or ability to acquire, VCIN/NCIC certification. Possess means of transportation to meet the necessary job requirements. Must meet and maintain minimum qualifications for the position established by BRCS and the Commonwealth of Virginia.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work involves risk to personal safety due to close contact with the offender population in a community corrections setting. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. This is primarily sedentary work requiring the ability to type and operate a computer. Vocal communication and the ability to convey information and or detailed instructions accurately, loudly, and quickly is required. Hearing is required to perceive information at normal spoken word level. Visual acuity is necessary to analyze written or computer data and to observe general surroundings.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Responsibility to interview, train, supervise, provide backup for and evaluate pretrial officers in collaboration with the Assistant Director and Director.

EXAMPLES OF EXPECTED DECISION MAKING:

Not applicable.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Pretrial Program Manager will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Blue Ridge Court Services and Chief Human Resources
Officer

Revised Date: 2019