

Pretrial Officer/Probation Coordinator:

The Pretrial Officer / Probation Coordinator plays a crucial role in supporting the efficient and effective operation of the Willoughby Municipal Court’s probation department. This position involves a range of responsibilities, including case management, administrative support, coordination of court programs, and legal communication. The Pretrial Officer / Probation Coordinator serves as a key point of contact for probationers, court officials, and members of the public. They are to ensure accurate information distribution, as well as maintain accurate statistics and professionalism.

Employee, Non-Exempt: This job classification is not exempt from the overtime provisions of the Fair Labor Standards Act, and is eligible to receive overtime pay. Compensation commensurate with education and experience.

Illustrative examples of work:

<u>Probation Coordinator</u>	<u>Pretrial Officer</u>
<ul style="list-style-type: none">• Maintain probation department lobby• Coordinate probation intake rotation, Distribute cases• Distribute motions and mailings• Track, record, and maintain probation statistics• Send driving privileges to BMV• Send victim impact statement requests• Accurately input data into the court management system	<ul style="list-style-type: none">• Investigate/Interview defendants• Complete/Submit presentence reports• Complete/Submit bond revocation and bench warrant requests• Testify in open court• Supervise electronic monitored defendants• Conduct substance abuse screenings• Coordinate with law enforcement, treatment providers, and attorneys

- Other duties and responsibilities that may become necessary or as directed by the Judge, Court Administrator or Chief Probation Officer.

Essential Knowledge, Attitudes, and Skills:

1. High school diploma or equivalent required. Bachelor Degree preferred.
2. Knowledge and application of proper English, grammar, spelling, punctuation and composition.
3. Comprehensive knowledge of case flow, procedure, and administrative practices.
4. Excellent communication skills, both verbal and written.
5. Strong computer skills, proficiency in Microsoft Office applications.
6. Strong ability to comprehend and continuously employ evolving technology and applications.
7. Professionalism, discretion, integrity, and judgment.
8. Strong ability to adapt to evolving processes and systems.
9. Strong ability to multitask.
10. Ability/willingness to follow instructions both verbally and in written form.
11. Consistently maintains exceptional work attendance and punctuality.
12. Demonstrate consistent ability to function effectively with co-workers with a vast divergence of personalities. Contributes own functional expertise while recognizing the contributions of others. Is able to compromise and reach agreements on courses of action to optimize overall Court performance.
13. Ability to successfully operate basic office equipment and related operating programs.
14. Exceptionally organized person.
15. Must be able to consistently manage time and responsibilities effectively.