

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

POSITION: Pre-trial Coordinator
DEPARTMENT: Prosecutor
WORK SCHEDULE: As assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: February 2010

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Pre-trial Coordinator for the Cass County Prosecutor's Office, responsible for administering Pre-trial Deferral and Diversion programs and providing administrative support to Prosecutors.

DUTIES:

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages, scheduling appointments, and/or directing callers to appropriate individual, department, or agency.

Oversees Pre-trial Deferral/Diversion program, including determining program eligibility, preparing and mailing letters to defendants and Defense Attorneys, maintaining appointment schedule for eligible defendants of Diversion program, and filing proper forms in Court and Clerk's Office.

Prepares and processes pre-trial infraction deferral agreements for traffic violations, including entering deferrals in prosecutorial management system (PMS) and mailing dismissals to defendants upon completion of deferral program, helping individuals determine reason driving privileges are suspended and proper procedures to obtain valid operator's license. Accompanies Prosecutor/Deputy Prosecutor in Court for initial hearings as requested.

Prepares diversion agreements for eligible defendants charged with misdemeanor and various felonies, such as community service work, drug/alcohol classes and/or anger/domestic violence classes, including composing and mailing letters to victims and notifying counseling agencies accordingly, maintaining contact with counseling agencies ensuring defendants are receiving required counseling services, providing necessary follow-up and entering information in PMS, and preparing dismissals upon completion of program, and/or re-docketing cases as appropriate.

Administers check deception program, including preparing bad check packets distributed to businesses, answering questions by phone and in person regarding bad check charges, preparing check charges for prosecution, and notarizing probable cause affidavits to prosecute bad check offenders.

Obtains driving records, criminal histories, and certified records as needed for case files and court, enters new case and continued data in PMS.

Performs various clerical duties, including, but not limited to, preparing, typing, copying, scanning and filing various documents, correspondence, and reports, scheduling appointments, performing data entry, and researching legal issues as assigned.

Maintains communication with Police Officers, crime victims, witnesses, defendants for Diversion program, and defense attorneys, providing information, requesting discovery materials, scheduling appointments, notifying appropriate parties of hearing/trial dates, and responding to questions/concerns.

Maintains and orders/purchases office supplies as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Possession of or ability to obtain Notary Public certification.

Knowledge of and ability to make practical application of standard policies and practices of the Cass County Prosecutor's Office and related Court operations.

Knowledge of legal terminology, standard legal procedures/practices, and federal, state and local laws governing criminal proceedings, and ability to assist attorneys with preparation of legal documents as directed.

Knowledge of standard filing systems and ability to create and maintain Department files.

Working knowledge of standard office procedures and computer software programs used by the Prosecutor's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, court/legal documents, and written reports as required.

Ability to properly operate standard office equipment, such as computer, typewriter, calculator, telephone, copier and fax machine.

Ability to effectively communicate, orally and in writing, with co-workers, other County departments, Courts, law enforcement agencies, defense attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, coordinate and analyze data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

Ability to thoroughly research legal questions and identify/analyze pertinent facts related to cases.

Ability to plan/layout assigned work projects, count/perform basic arithmetic operations, and read/interpret detailed Court orders and documents.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to standard Department policies and guidelines with priorities primarily determined by supervisor and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are always determined by existing, well-established policies and procedures. Errors in work are primarily detected or prevented through supervisory review or notification from other departments, agencies or the public. Undetected errors could result in loss of time to correct error and/or inconvenience or loss of money to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Courts, law enforcement agencies, defense attorneys, and the public for purposes of exchanging/verifying information, rendering service, and resolving problems.

Incumbent reports directly to the Prosecutor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, lifting objects weighing less than 25 pounds, close vision, bending, reaching, speaking clearly, and hearing sounds/communication. Incumbent maintains considerable contact with the public and may be exposed to irate/difficult individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Pre-trial Coordinator for the Prosecutor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name