

The Canton Municipal Court

Pretrial Services Office



The Canton Municipal Court is accepting applications for the position of PRETRIAL SERVICES COORDINATOR.

Pretrial Services Coordinator (PSC) is responsible for the management and supervision of the Pretrial Services Office. The PSC provides direct supervision of the Pretrial Service Officers; Directs all functions and operations of the Pretrial Services Office as a team to conduct bail investigations and conduct pretrial supervision of misdemeanor defendants awaiting trial. The PSC coordinates adequate coverage for bail investigation and Pretrial supervision assignments; enforces Office and Court policy and procedure; provides leadership, support and direction to staff; Coordinates staff training and professional development; Assists the Court Administrator in the planning, implementation and continued development of the Pretrial Services Office. The PSC functions in the capacity of Pretrial Services Officer conducting Bail investigations as well as Pretrial Supervision as part of the Pretrial Services Team and adheres to the policy, procedures and Responsibilities of the Pretrial Services Officer job description.

Other responsibilities include documentation and maintenance of accurate records regarding case contacts and status of cases; testifying at court hearings and revocation proceedings and establishing and maintaining effective contacts with various community agencies. Performs other functions as designated by the Pretrial Services Coordinator or Court Administrator. Understands and adheres to the policies and procedures of the Canton Municipal Court.

Regular Work hours Monday through Friday from 830AM-430PM. However, this position does require non-traditional work hours from 4PM-Midnight or Midnight to 8AM as necessary for the Bail Investigation Office at the Stark County Jail. Position requires direct contact with offender population and exposure to potentially stressful and dangerous situations and conditions.

Qualifications for this position include an undergraduate degree in criminal justice, law enforcement, sociology or related field; at least five (5) years of prior experience working with offenders; and two (2) year experience supervising employees or major work processes and one (1) year working in the court system. Other necessary skills include Ohio Risk Assessment System (ORAS) certification; experience with implementation of offender evidence-based practices and interventions; proficient with Microsoft Office applications; strong interviewing skills; effective inter-personal communication skills and strong organization skills.

Starting salary based upon education, experience and skills.

Internal Court employees wishing to be considered should submit a Letter of Interest, Resume' and explanation of minimum qualifications to michael.kochera@cantonohio.gov.

This position will remain posted until filled

The Canton Municipal Court is an Equal Opportunity Employer