

The Canton Municipal Court

Pretrial Services Office



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

The Pretrial Services Officer (PSO) functions and operates as part of the Pretrial Services Team to conduct risk assessments and bail investigations for misdemeanor offenders being detained and/or appearing for arraignment. Upon a defendant's release with conditions under pretrial supervision, the PSO actively supervises defendants according to risk level and conditions ordered from the bench. The PSO shall rotate between the bail investigation responsibilities at the Stark County Jail and Pretrial Release Supervision at the Court.

The PSO assigned to the bail investigation meets with defendants, conducts risk assessments and interviews, contacts victims when practical, conducts criminal and social background investigations utilizing secure state databases, and completes Bail Investigation Reports and Recommendation for the Court on all defendants arrested and/or booked into the Stark County Jail that are scheduled for arraignment on the following day. The PSO assigned to Pretrial Supervision maintains regular contact with defendants via phone, office visit or field contact in order to monitor and supervise the terms and conditions of release. The PSO assigned to supervision shall also work with GPS/house arrest providers as well as other community support service providers to ensure compliance with the terms and conditions of release. The PSO will work closely with jail personnel, public defenders/defense bar, prosecution and court in sharing the status of defendant compliance with release. 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.

This position requires non-traditional work hours on a rotating basis. PSO assigned to the Bail Investigation Office at the Stark County Jail will have regular work hours Sunday- Thursday from 4PM-Midnight or Midnight to 8AM while the PSO assigned to the Pretrial Supervision Office at the Court will have regular work hours Monday through Friday from 8AM-4PM. The PSO will rotate between the Bail Investigation assignment and Pretrial Supervision assignment. 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 one year of prior experience working with offenders; and one year experience 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; Strong interviewing skills; proficient with Microsoft Office applications; effective inter-personal communication skills and strong organization skills.

Starting salary based upon education, experience and skills. Career Salary Range: \$32,752-\$55,828

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