

# 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 will rotate between bail investigation and courtroom/supervision responsibilities. While assigned to bail investigations, the PSO 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 courtroom/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, as necessary to accommodate the needs of the Court.** Work hours will range from 7AM – 3PM to 10AM-6PM on Monday through Friday. There may be occasions that Pretrial Service Officers will work a Sunday through Thursday schedule in order to accommodate the volume of cases booked for court appearance on Mondays. Position requires direct contact with offender population and exposure to potentially stressful and dangerous situations and conditions.

Qualifications for this position require 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; exceptional attention to detail, the ability to read and interpret LEADS background reports; strong interviewing skills; experience with implementation of offender evidence-based practices and interventions; 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

Candidates wishing to be considered should submit a Letter of Interest, Resume' and two (2) Letters of Professional Reference demonstrating the minimum qualifications to [nathan.diekmann@cantonohio.gov](mailto:nathan.diekmann@cantonohio.gov).

*The Canton Municipal Court is an Equal Opportunity Employer*