

COUNTY OF SANTA BARBARA

PRETRIAL SERVICES SPECIALIST, SENIOR

EST: XX.24

DEFINITION: Under direction, leads a team providing pretrial services oriented to incarcerated criminal defendants; makes pretrial decisions that affect the release, increased bail, or non-release of an incarcerated individual on his/her own recognizance; supervises and ensures defendant's conduct conforms with the terms and conditions imposed by the pretrial services unit; and performs other duties as required.

DISTINGUISHING CHARACTERISTICS: This classification is the advanced, lead worker level in the Pretrial Services Specialist series. Incumbents perform the full range of duties assigned to positions in the series and are also expected to apply advanced skills to the most complex situations. As a result, incumbents have authority to make decisions on the most complex cases, responsibility for assisting other staff with especially difficult situations, and providing training to new employees as required. Duties are performed with substantial independent authority and judgment.

This classification is distinguished from the classification of Pretrial Services Specialist, in that the latter classification is the lower level classification in the Pretrial Service Specialist series, which does not have lead worker responsibilities and would be expected to seek assistance from superiors on unusual and complex cases. Pretrial Services Specialist is not eligible for flexible staffing to Pretrial Services Specialist, Senior.

Pretrial Services Specialist, Senior is also distinguished from and subordinate to the classifications of Deputy Probation Officer (DPO), DPO Senior, and DPO Supervising. The DPO classifications are sworn probation officer classifications.

EXAMPLES OF DUTIES: Duties include but are not limited to the following:

1. Monitoring daily unit operations and ensures tasks and duties performed by subordinate staff are completed efficiently and expeditiously, including assigning and reviewing hearing and supplemental reports and assigning new booking cases to subordinate staff
2. In the absence of a Senior DPO or Supervising DPO, supervising subordinate staff.
3. Interpreting applicable departmental policies and procedures to subordinate staff; training new and existing staff on applicable departmental policies and procedures.
4. Interviewing pretrial misdemeanants and incarcerated felons to determine the suitability for release, including own recognizance (O.R.) release or pretrial supervision; provides information on court conditions upon O.R. release, including restraining orders.
5. Conducting background investigations including but not limited to contacting personal references and interviewing victims, law enforcement officers, attorneys, mental health providers, probation/parole officers.
6. Obtaining information from and providing information to judges, attorneys, other personnel, court staff, and law enforcement agencies on behalf of the unit; gathering and reviewing records including police records, criminal history records, court records, Department of Motor Vehicles records, and related information.
7. Evaluating information, makes recommendations, and submits individualized written reports to Superior Court supporting bail adjustments and pretrial release decisions; assessing the need for psychological and social services and arranging for appropriate referral and determining public safety risks related to bail when applicable.
8. Submitting Probable Cause declarations to judicial officers for determination of probable cause and advising on the need for release from custody if such a determination is not made.

EMPLOYMENT STANDARDS:

1. A Bachelor's degree from an accredited college or university in Criminal Justice, Sociology, Psychology, or related field; or
2. An Associate's degree (60 semester units) from an accredited college or university in Criminal Justice, Sociology, Psychology, or related field **and** two years' experience as an investigative assistant, probation assistant, public safety officer, office professional, or equivalent in a law enforcement or other criminal justice agency that included contact with individuals charged with or convicted of crimes; or
3. Two years of experience performing duties equivalent to the class of Pretrial Services Specialist with Santa Barbara County; or
4. A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that would provide the required knowledge and abilities.

Additional Qualifications:

- Bilingual Spanish language skills are desirable, including fluency in reading, writing, and verbal communication.
- For those assignments requiring independent travel throughout the County, possession of a valid California Class C Driver's License is required at time of appointment.
- Ability to pass a background check.

Knowledge of: criminal behavior; criminal justice system; court procedures; social services and agencies; pretrial services; interviewing techniques; interpersonal dynamics; English grammar, syntax and language usage.

Ability to: make appropriate pretrial release decisions; conduct interviews and investigations; remain impartial; make complete and accurate oral presentations; maintain confidentiality; work within time constraints; remain calm under adverse conditions; collect and analyze data; draw logical conclusions and make appropriate recommendations, independent judgments, and decisions; lead the work of others engaged in pretrial services support; communicate and work effectively with a wide range of individuals from diverse backgrounds, including the public and in-custody defendants who can be verbally combative; write clear and concise reports.

Working Conditions: Incumbents are expected to testify in court proceedings as required, as well as work in a jail setting when required. Incumbents are also expected to wear a uniform and be available to work nights, weekends, and holidays as required.