

# Circuit Court of Missouri

## Thirteenth Judicial Circuit



### JOB DESCRIPTION

**Position:** Court Services Officer II  State  County  
**Department:** Adult Court Services  
**Reports to:** Court Services Supervisor  
**Position Status:** Regular, Full-time **Exemption Status:** Non-Exempt  
**Salary Range:** \$39,457 - \$41,912 **Last Revised:** August 31, 2018

#### Definition of Work:

This is a highly responsible position involving primarily the skilled delivery of services to the court and defendants.

Employees in this class provide services designed to meet the needs of the court, the defendants and their families; prepare bond investigations; supervise defendants who are released on ROR or nominal bond; supervise defendants who are ordered to pay fines, court costs, and restitution; supervise defendants ordered to complete Community Service Work Program, manage the Home Detention/Sentencing Program; and perform various other administrative duties as assigned. Work may be distinguished from that of Court Services Officer I by the degree of independence with which work is performed, and the level of training and experience required to adequately perform the duties of the position. Work is performed with considerable independence within the limits of established policies.

#### Examples of Work Performed

These examples do not cover all of the work which may be performed as part of this position.

- Conducts interviews with defendants, families, employers, and others to secure relevant information. Assesses all information and makes recommendations concerning a defendant's eligibility for release from custody.
- Assesses a defendant's need for treatment of chemical dependency, and makes referrals to appropriate programs.
- Assesses a defendant's need for other services, such as employment and housing, and makes referrals to appropriate agencies.
- Prepares special reports for the court.
- Monitors a defendant's ability to abide by the conditions of bond.
- Evaluates a defendant's financial ability to pay court ordered fines, costs, and restitution. Establishes payment plans and monitors payments.
- Develops placements for Community Service Work referrals and maintains regular contact

with those agencies.

- Assigns a defendant to a Community Service Work agency, assigns a completion date, and monitors a defendant's progress.
- Screens candidates to make recommendations for placement in the Home Detention/Sentencing Program, and monitors operation of the program.
- Works with area colleges in screening and supervising intern and practicum students within the Adult Court Services Office.
- Monitors and maintains policies and procedures of the Circuit Court within the Adult Court Services Office.
- Trains new Court Services Officers.
- Serves as a resource for other Court Services Officers.
- Serves as a supervisor on assignment in the absence of the supervisor.

#### **Required Knowledge, Skills and Abilities**

- Considerable knowledge of the operation and of the functions, availability and services offered by public and private agencies.
- Considerable knowledge of the special terminology of the correctional field.
- Thorough knowledge of the legal system, courtroom procedures, and local Circuit Court policies.
- Thorough knowledge of the operations of the Adult Court Services Office, including historical understanding of policies and procedures.
- Thorough knowledge of professional ethics and standards as they relate to practice in the criminal justice system.
- Ability to understand the problems, needs, and motivation of criminal offenders.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to quickly establish and maintain one-to-one relationships with defendants and their families, and to work effectively with disturbed individuals.
- Ability to provide leadership to both professionals and para-professionals and to interpret to them, policies, regulations, and procedures of the court.
- Ability to elicit reliable and significant information through appropriate use of interviewing skills, and to utilize such information effectively in formulating assessments.

- Ability to adequately prepare reports with considerable independence of action, and to make clear and pertinent statements orally and in writing.
- Ability to work effectively with professionals and other staff members of probation and parole, halfway houses, police, courts, and social service agencies.
- Ability to maintain emotional balance while working under stress.
- Ability to accept and made appropriate use of supervision.
- Ability to prepare technical or informational data for administrative use, and to maintain an effective program of public relations.
- Ability to assist management in the implementation of court and office objectives.

### **Physical Demands**

The majority of work is performed in a professional office setting. Employee's presence at the work site is required to complete the job. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and in person.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. The employee is routinely required to work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in picking or pinching actions; and is occasionally required to maintain body equilibrium while bending at the waist or at the knees. The employee is routinely squatting, kneeling, reaching above and at shoulder height.

### **Work Environment**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, court employees, attorneys, and members of other entities. May be exposed to irate individuals and be responsible for talking with upset litigants. Security is available in all situations.

### **Required Minimum Education and Experience**

The following statement represents the minimum education and experience which will be used to determine qualifications of applicants. Equivalent substitution may be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted for up to two years of the required experience; experience in a similar position with similar job responsibilities may be substituted on a year for year basis for the required education.

Bachelor's Degree, preferably with emphasis in Criminal Justice, Sociology, or Psychology.

Established, responsible work history with the court. It is anticipated that this position will be occupied by individuals with a minimum of 5 years experience as a Court Services Officer I.

EOE & in Compliance with ADA

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