

## **JOB ANNOUNCEMENT**

The County of Medina is accepting applications for the following positions:

JOB TITLE: Pretrial Services Case Manager I

REQUIREMENTS:

- Regularly speaks with the courts, the public, attorneys, other criminal justice agencies, and criminal defendants, providing the most up to date and accurate information available;
- The ability to work in a jail setting;
- Facilitates pretrial supervision releases by providing orientation and review of the court order for defendants approved for pretrial supervision
- Supervises persons granted supervised release during the pretrial period and ensures defendants comply with all pretrial court orders;
- Counsels defendants, prior to release from custody, regarding special conditions while on release, including program referrals and reminds them of court appearances;
- Identify defendants with mental health and substance abuse needs and veteran status;
- Assess behavioral indicators and criminal records to assist the courts in identifying defendants who may pose an unacceptable public safety risk;
- Makes recommendations to the courts regarding bond amounts, conditions of bond, and changes to bond conditions;
- Reports to Court on client performance, may request revocation of release, or modification of defendant's conditions of release when appropriate;
- Required to appear in court to appoint and substitute court appointed counsel as requested by the courts;
- Investigates defendants for their propensity for violence and likelihood of attending trial;
- Prepares jail and court reports in conformance with departmental guidelines;
- Facilitate electronic monitoring and install equipment if necessary;
- May be required to collect UA specimen from clients in accordance with departmental procedures to comply with requirements specified by the courts as well as monitor defendants under all other conditions the courts order;

Closing date: Open until filled.

Applications will be accepted at the Medina County HR office between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday or downloaded from the Medina County website:

Medina County Human Resources  
1300 Avenue M, Room 130  
Hondo, TX 78861  
(830) 741-6111

Medina County is an Equal Opportunity Employer