
Court Services Officer(Job Id 19171)

Location: Mitchell

Employment Type: Permanent Employee

Agency: Unified Judicial System

Post Date: 05/04/2022

Salary: 25.52-25.52 US

Description

Job ID: 19171

Agency: Unified Judicial System, First Judicial Circuit

Location: Mitchell

Salary: \$25.52 per hour

Closing date: Open Until Filled

For more information on the Unified Judicial System, please visit <http://ujls.sd.gov>.

The Mission of the South Dakota Unified Judicial System is to provide Justice for All! Our employees are our most valuable resource and crucial to accomplishing our mission. We seek talented and motivated individuals to be the face of the court system and help ensure that the Court and all the people that come before it receives the highest level of service. Our dedicated staff work to enhance community safety and ensure victim's rights while treating all individuals with dignity and respect.

The Unified Judicial System offers a comprehensive benefits package consisting of 10-12 paid holidays every year, extensive sick and vacation leave, paid family leave, military training leave, health and flexible benefits, regular working hours, continuing education opportunities, retirement benefits, a great working environment, and more.

To be considered, you must complete a UJS questionnaire, specific to this job, and attach it to your application.

*Adobe Reader is required. You can download the software for free from <https://get.adobe.com/reader/>.

Steps:

1. Click <http://bhr.sd.gov/ujls/questionnaire.pdf> to access the questionnaire.
2. Save or download the questionnaire to your computer. *Do not complete the questionnaire online within your browser. You may lose entered information.
3. Open the saved questionnaire and complete.
4. Once complete, select File and then Save as. Save the questionnaire to include your last name in the file name. * To ensure your information is saving, complete a small section, save as, and open.
5. Attach the questionnaire to the attachments section of your application as UJS questionnaire.

Position Purpose: Supervises adults and juveniles on or anticipating probation by preparing presentence investigations and social histories; interviewing victims; assessing offenders' risks and needs; making recommendations to the court for sentences and dispositions; developing treatment plans and linking offenders with appropriate community-based services; and investigating, supervising, and counseling individuals to facilitate their personal, social, and economic adjustment in their communities. Travel is required. Duties may include:

- assisting Judges in forming sentences and dispositions for offenders that provide accountability and punishment and encourage rehabilitation; and at the same time provide community safety;
- refers offenders to services considering court orders, family dynamics, and individual difficulties and skills to facilitate their personal, social, and economic adjustment in their communities.
- supervising probationers and diversion program participants by conducting visits at homes, work, schools, or elsewhere in their communities and by telephone; keeps precise records of all meetings; and obtains verification for completion of services to

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check on their progress and ensure compliance with court orders; and

- performing other work as assigned.

Minimum Qualifications:

This position will be required to work hours during evenings and weekends, as necessary. This position requires a bachelor's degree in the social sciences, criminal justice, or a related field; or an equivalent combination of related education and experience. Work experience in social services, corrections, domestic violence, disability services, drug and alcohol centers, treatment centers, group homes, or a related field is preferred.

Successful completion of a criminal background investigation is required for employment.

Knowledge, Skills and Abilities:

Knowledge of:

- community service agencies and the services they provide;
- human behavior including dysfunctional behavior;
- interviewing techniques;
- de-escalation techniques;
- addiction and issues that contribute to its cause;
- physical evidence that points to drug use;
- data collection and research techniques;
- court processes;
- counseling.

Skill in:

- organization and prioritization;
- time management;
- problem-solving;
- motivation;
- creativity;
- self-defense techniques;
- conflict resolution.

Ability to:

- read and interpret non-verbal cues;
- manage a caseload effectively;
- think independently, formulate plans of action, and remain flexible;
- communicate effectively both orally and in writing with a wide variety of people;
- establish and maintain professional boundaries;
- be a role model through truth and respect given and expected in return;
- be compassionate, sympathetic, empathetic, and caring as well as stern, persistent, and resilient;
- teach probationers about boundaries and hold them accountable for their actions;
- remain calm in stressful and volatile situations;
- prioritize court matters with deadlines and sentencing dates;
- use computer technology proficiently.

The State of South Dakota, Unified Judicial System does not sponsor work visas for new or existing employees. All persons hired will be required to verify identity and eligibility to work in the United States and complete an Employment Eligibility Verification, Form I-9. The Unified Judicial System as an employer will be using E-Verify to complete employment eligibility verification upon hire.

You may view our benefits information at https://ujs.sd.gov/uploads/pubs/Come_work_for_us.pdf.

Apply at: <https://sodakprod-lm01.cloud.infor.com:1443/lmg/hr/xmlhttp/shorturl.do?key=HWF>

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Unified Judicial System

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"An Equal Opportunity Employer"