



Williamson County
Pretrial Court Services Director

SALARY	\$3,422.23 - \$3,935.57 Biweekly	LOCATION	Georgetown: 405 MLK, TX
JOB TYPE	Full-Time	JOB NUMBER	14.02525
DEPARTMENT	Wilco Pre-Trial	OPENING DATE	12/19/2023
FLSA	Exempt		

JOB SUMMARY

Reporting directly to the designated judges, responsible for providing strategic planning, successful implementation, and supervision of all facets of a complex and comprehensive Pretrial Services program, to include pretrial screening, post release supervision, and indigent defense coordination. Provides oversight of the administrative support functions for the Magistrate's Office. These duties involve leadership of an operation that functions 24 hours per day and 7 days per week.

EXAMPLES OF WORK PERFORMED

- Plans, directs, and administers operations, staff, and functions of county-wide Pretrial Services department
- Ensures that program practices comply with applicable State, Federal, and local laws, policies, and procedures
- Creates and implements strategic plan and policies and procedures designed to advance that plan
- Oversees county planning efforts for the future of pretrial justice within community, including strategies to reduce recidivism and the jail population
- Performs audits, research, and reporting to develop pretrial justice programs
- Monitors daily bookings at the jail and jail population numbers
- Performs statistical analysis of pretrial data and develops reports and recommendations for action by various criminal justice agencies
- Responds to inquires from the criminal courts, as well as other criminal justice stakeholders
- Coordinates with Director of District Court Administration on issues related to the justice system, including indigent defense management
- Coordinates with courts, prosecutors, law enforcement, corrections, and defense attorneys to ensure effective information sharing concerning pretrial services and indigent defense
- Works with Human Resources on recruitment, development, and performance evaluations
- Through subordinate managers, supervises staff in interviewing, fact-finding, and recommendations related to pretrial activities of criminal defendants
- Ensures appropriate training for new staff in specialized pretrial areas
- Evaluates efficiency of pretrial program procedures, initiating changes as required
- Manages Pretrial and Magistrate department reporting and document management
- Facilitates improved court appointment processes for indigent persons involved in criminal cases and ensures compliance with federal, state, and local law
- Ensures that interviews of arrestees and collection of information is accomplished in a timely fashion and that statutorily mandated data is entered into various reporting systems
- Performs the duties of grant manager and contracting agent for pretrial programs
- Creates, monitors, and executes department budget and monitors expenditures
- Processes financial invoices for payment
- Provides fiscal guidance, prepares budget requests, and authorizes expenditures
- Acts as a liaison with various federal, state, and local justice agencies to remain current on innovations, policy, and procedural changes that impact the delivery of justice services
- Attends all meetings and trainings, as required
- Performs special duties as assigned

ORGANIZATION RELATIONSHIPS

- Reports directly to – Designated judges
- Direct Reports – Yes

PHYSICAL DEMANDS

- Position involves prolonged sitting at a workstation, visual examination of documents, reaching, walking, twisting, bending, standing and occasional lifting/carrying

ENVIRONMENTAL FACTORS

- Work is primarily indoors in an air-conditioned environment
- Regular travel between work sites as required

IRREGULAR HOURS

- Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required
- May be deemed essential personnel in the event of an emergency

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Criminal Justice or a related field and six (6) years of related, responsible experience in the criminal justice system
- Five (5) years of management experience
- Prior experience in budget management
- Working knowledge of Microsoft Office Suite and Adobe Pro

LICENSES AND CERTIFICATIONS

Required within thirty (30) days of employment

- Valid driver's license

Required within six (6) months of employment

- Texas Law Enforcement Telecommunications System (TLETS) certification

PREFERRED QUALIFICATIONS

- Master's degree in a related field
- Prior experience working in a Pretrial Services agency
- Experience in programmatic development
- Bilingual (Spanish/English)
- Working knowledge of Odyssey, Enterprise Supervision, and Public Safety Reporting System

EMPLOYMENT TESTING

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes
- Motor Vehicle Record check: Yes
- Drug screening: No
- Physical exam: No
- Psychological exam: No
- Additional: Must be eligible for Less than Full Access certification for the Texas Criminal Information Center/National Criminal Information Center system

SUPPLEMENTAL INFORMATION

A Williamson County online application (resumes alone are not sufficient) must be received before the position is closed. Positions are open until filled, subject to close at any time after five (5) business days. The Human Resources Department is located at 100 Wilco Way, Georgetown, TX 78626. Phone (512) 943-1533 or visit our website at www.wilco.org/hr.

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act and Uniformed Services Employment and Reemployment Rights Act (USERRA). If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.

TOBACCO FREE WORKPLACE POLICY

Williamson County is a tobacco free workplace. The use of tobacco products (e.g., cigarettes, cigars, pipes, snuff, chew, etc.) and Electronic Nicotine Delivery Systems (ENDS) (e.g., vapor, e-cigarettes, etc.) prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.

Benefits

Williamson County offers a full range of employee benefit programs for eligible full-time employees, retirees, and their families. These programs include group health plans for medical and dental coverage; an Employee Assistance Program (EAP); life; short- term disability and long-term disability insurance; and flexible spending accounts for health care and dependent care reimbursements.

The County also provides retirement benefits. Full-time & part-time employees participate in the Texas County & District Retirement System (TCDRS), and employees may also participate in a retirement savings program (Deferred Compensation). In addition to these basic employee benefits and retirement services, employees benefit from a variety of other programs including 12 paid holidays. For more details please contact Williamson County Human Resources at 512-943-1533.

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Agency

Williamson County

Address

Human Resources
100 Wilco Way, Suite HR101
Georgetown, Texas, 78626

Phone

512-943-1533

Website

<http://www.wilco.org/hr>