POSTING DATE: February 22, 2016
REMOVAL DATE: February 29, 2016

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: **Case Interviewer**
Pretrial Electronic Monitoring Field Operations
Trial Division, Court of Common Pleas

(Open to Promotion, Transfer, and New Hires)

SALARY: **$32,446 - $35,266 (G08)**

FILING DEADLINE: Monday, February 29 @ 4:00 P.M.

REQUIREMENTS:

1. A bachelor's degree from an accredited college or university, preferred.
   OR
   An associate's degree, or 60 college credits, and at least 1 year's full-time criminal justice experience or two years part-time experience, preferred.
   OR
   A high school diploma and 4 years full-time criminal justice experience
2. Experience in an investigative field environment is preferred.
3. City residency required within (6) months of satisfactory completion of an Employment orientation period.
4. Ability to perform the essential functions of the position.
5. Ability to work rotational shifts, weekends, and holidays in the field and office environments in this Essential Personnel position.
6. Possession and maintenance of a valid United States driver's license.

GENERAL DEFINITION:

This is a field investigative position obtaining and verifying information required as part of bail guidelines and probationary sentencing for installation of Electronic Monitoring equipment into residences and on individuals. Work also involves the performance of telephone and field investigations to verify necessary documents and operable equipment related to Electronic Monitoring installation and attachment. There is minimal physical and direct contact with clients and their residences during this process. This work is conducted and completed as a team and is documented daily. Assignments require basic knowledge of telephone installation with external equipment attached by field personnel.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Review documents to assure all of the information is properly prepared for field investigation.
- Obtain current information relevant to the residential location being reviewed for facilitation on Electronic Monitoring.
- Installation of Electronic Monitoring field equipment into a verified residential location.
- Attach Electronic Monitoring equipment on to the individual being facilitated on Electronic Monitoring.
- Prepares reports for Pretrial and Probation Officers when required.
- Maintain a log on all daily transactions.
- Interview general public and related parties in all cases.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Knowledge of interviewing techniques and principles.
- Knowledge of the operations and procedures of the electronic monitoring services.
- Knowledge of office practices and procedures utilizing Microsoft Word, and Outlook to document daily activities.
- Knowledge of the English language and spelling.
- Skill in eliciting information quickly and easily.
- Skill in giving information clearly and concisely.
- Ability to learn departmental functions and organization.
- Ability to establish and maintain effective working relationships with superiors, associates, and the general public.
- Ability to work a rotational schedule 24 hours a day, seven days a week, holidays, court closures, and inclement weather.

The First Judicial District is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.