

**POSITION ANNOUNCEMENT  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
EQUAL OPPORTUNITY EMPLOYER**

**POSITION:** Court Representative I – Pretrial Officer  
Pretrial Services Division  
Unionized through A.F.S.C.M.E. DC 47 – Local 810

*(Open to promotion or transfer and new applicants)*

**SALARY:** \$38,364 - \$41,901 (P12)

**REQUIREMENTS**

1. A bachelor's degree from an accredited college or university
2. One (1) to two (2) years of legal clerical experience.

**OR**

- Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a bachelor's degree.
3. City residency required within six (6) months of satisfactory completion of an orientation period.
  4. Ability to perform the essential functions of a position in this class.
  5. Valid Pennsylvania driver's license or satisfactory transfer from other state upon city residency.
  6. New applicants may be required to pass a standard clerical test.

**GENERAL DEFINITION**

An employee in this class is responsible for supervising defendants or other individuals released under Pretrial Services Division's supervision. The Pretrial Officer must enforce the Court's order and ensure the individual is following the rules and regulations of his/her bail conditions. The employee must be able to interpret legal documents. Assignments require a significant amount of independent judgment to properly prepare. The employee may be required to appear before the judiciary with respect to the client's compliance or violation while under the Agency's supervision. An employee in this class must also make contact with the public, attorneys, and other agencies and jurisdictions.

Other assignments may require the employee to appear before the judiciary and represent the Pretrial Service Division at the bench warrant hearings to determine the status of individuals who have failed to appear in court.

Work is performed under the direction of an administrative superior. Assignments require evaluative thinking and are carried out in accordance with legal and judicial regulations, functional precedents and established policies. An employee in this class performs a service

which provides a basis for actions to be taken by others responsible for administration of justice in the Court's trial process.

This is a grant funded position and will last two (2) years, with the possibility of being renewed for five (5) years.

## **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.*

- Supervises and monitors individuals conditionally released under Pretrial Services supervision
- Receives, reviews, and interprets instruments in order to enforce the Court's order; ensures that such instruments conform to established legal procedures, identifies deficiencies and returns for correction and accepts instruments which are proper
- Interviews clients for information; explains release conditions and ramification when non-compliant
- Communicates with the presiding judiciary upon change in client's status, to request a change in reporting conditions or violation; appears in court as required
- Recommends drug/alcohol/mental health treatment to client where applicable and ensures compliance if treatment is court ordered
- Verifies medical treatment, attorney appointments, and confirms attendance, as well as school and employment attendance
- Requests violation warrants and apprehension to the appropriate division when client is in violation of release conditions
- Communicates with members of the bar, Philadelphia Police Department and other law enforcement agencies, the Philadelphia Prison System, and others with respect to the client
- Reminds client of future court dates and reporting requirements; notifies client when non-compliant
- Maintains accurate records
- Provides court testimony of Agency records
- Represents the Pretrial Services Division at bench warrant hearings; provides background information on defendants to the presiding judge; records dispositions for case file
- Performs related work as required.

## **ENVIRONMENTAL CONDITIONS**

- Standard courtroom and office conditions.
- Direct contact with diverse court clientele.

## **KNOWLEDGE, SKILL AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- Knowledge of the operation, principles and practices of the 10% cash bail, release on recognizance, conditional release, and the various levels of client supervision of the Pretrial Services Division
- Ability to enforce orders of the Court
- Knowledge of the current Pretrial trends
- Some knowledge of prison population management
- Some knowledge of office practices and procedures
- Ability to elicit information from defendants and other individuals
- Ability to establish and maintain effective working relations with associates, clients, members of the bar, the judiciary and other court officials, prison staff, law enforcement agencies, and the public; ability to communicate effectively with same both orally and in writing
- Ability to learn, within a reasonable period of time, the purpose, functions, and scope of the court involving the assigned function.

**The First Judicial District of Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans 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.**