

POSTING DATE: September 10, 2015
REMOVAL DATE: September 22, 2015

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Case Interviewer
Pretrial Services Division: Bail Interviewer
Trial Division, Court of Common Pleas

(Open to Promotion, Transfer, and New Hires)

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

FILING DEADLINE: Tuesday, September 22, 2015 @ 4:00 P.M.

REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university,
OR
2. 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,
OR
3. A high school diploma and 4 years full-time criminal justice experience.
AND
4. Appropriate experience in the use of personal computers and Windows software applications.
5. Ability to work varied shift assignments including nights, weekends, and holidays.
6. Successful completion of a background check.
7. After meeting minimum application standards by a panel review, must complete an evaluation and interview.
8. City residency required within (6) months of satisfactory completion of an employment orientation period.

GENERAL DEFINITION:

This is interviewing and verification work in which the most significant aspect is full-time contact with defendants and others knowledgeable about them. This class conducts face-to-face or video interviews and performs telephonic investigations to obtain factual information that will be presented to a judicial authority for an appropriate release decision. The work differs from other clerical series in the First Judicial District in that it involves daily heavy client contact and is oriented toward a specific issue and an end result. Work is performed under the supervision of an administrative superior. Assignments require evaluative thinking and are performed in accordance with standard interviewing practices and established routines.

The Bail Interviewing Unit operates 24/7/365. Employees of this class are categorized as essential personnel and must report to work during court closures, weekends, and holidays. Employees may work in 12-hour shift rotations.

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.

- Interviews defendants to obtain personal, employment and prior criminal histories.
- Verifies addresses supplied by defendants via telephone contact with reliable sources.
- Retrieves and evaluates court history data, such as individual's court appearance records, pending charges and prior criminal record from a computerized database
- Additional assignments may require file maintenance and telephone verifications related to bail matters.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Knowledge of interviewing techniques and principles.
- Knowledge of the operations and procedures of the particular courts of jurisdiction with regard to assigned function.
- Knowledge of office practices and procedures.
- 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.

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.