

**PRETRIAL SERVICES DIRECTOR  
POSITION DESCRIPTION  
JENNINGS COUNTY, INDIANA**

**POSITION:** Pretrial Services Director  
**DEPARTMENT:** Pretrial Services -Jennings County Circuit Court  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F (outside work hours if emergency or necessary need arises)  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** September 2024  
**DATE REVISED:** June 2025

**STATUS:** Full-Time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document represent the knowledge, skills, and/or abilities required. Jennings County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodations to complete the application process and perform the essential functions of their job, unless those accommodations would pose an undue hardship.

The Pretrial Services Director is responsible for the administration, management, and coordination of pretrial services and operations, including overseeing pretrial services staff activities, ensuring the court's compliance with the pretrial services statutes and rules, developing pretrial services policies and procedures, managing service provider contracts and team member memoranda of understanding, managing grants, facilitating policy team meetings, and serving as a liaison to local service providers and community groups (see Indiana Pretrial Services Rules).

The Jennings County Pretrial Services Director is recommended to be a Certified Probation Officer (but may not be required in certain circumstances). He is responsible for the administration and the daily operations of the Jennings County Pretrial Services Program, including all arrestee assessments and supervision of pretrial services participants, preparing and recording statistics for all reporting requirements, and writing and applying for grants and sources of funding.

**DUTIES:**

Assesses all pre-adjudication arrestees/defendants who were not released on their own recognizance or who have not posted conventional bonds under the local bond schedule before administration of the IRAS-PAT, by conducting interviews, administering risk assessments, and compiling criminal background information into a recommendation for the Court.

Prepares a supervision plan and terms and conditions that correlate with an arrestee's risk level and identified needs to ensure public safety, minimize flight risk, while being as least restrictive as possible to protect the defendant's presumption of innocence.

Serves as the primary supervising officer for all clients of the Pretrial Services Program and is responsible for supervising said caseload in compliance with Pretrial Supervision Policy. This includes but is not limited to: Conducting office visits and telephone appointments, administering random alcohol and drug testing, conducting field visits, making referrals to appropriate services as needed and monitoring progress and preparing notice of violations to the Court.

Develops and administers program activities of the Pretrial Services Program following its stated purpose and within the general policies as formulated by the Jennings County Judiciary, Pretrial Policy and Stakeholder Team, Indiana Department of Corrections, and Indiana Office of Court Services.

Assumes responsibility for personnel management, including hiring and releasing staff, delegation of duties, development and administration of sound personnel practices, and providing opportunities for staff participation in the formulation of Agency program policies and procedures.

Assist other relevant directors and supervisors in developing and implementing a sound funding strategy, and seek out new funding sources for service expansion.

Assists the Courts in applying for new grants and funding opportunities, including grant writing, budget preparation, and preparing required reports.

Assist the Courts in conflict pre-screening, quality assurance reports, and other reports upon request.

Periodically assists other departments as needed, such as helping with participant intake and collecting/analyzing statistics.

Analyzes the jail population and cross-references data with Odyssey to provide current information to stakeholders on the offenders' risk level, bond, pretrial status, incarceration status, offense type, holds, and other relevant details. Information is shared with Community Corrections, Probation, and the Pretrial Stakeholders Team every month and is used as part of their "look-back" or sequential review process.

Ensures the occurrence of Pretrial Policy and Stakeholder Meetings and attends said meetings.

Coordinates with the Pretrial Services Stakeholders Team to ensure that the Agency's stated mission and purpose are accomplished.

Assist the Pretrial Services Stakeholders Team in evaluating the achievements of short-range and long-range goals on an ongoing basis.

Advise the Pretrial Services Stakeholders Team of any matters that involve the department. Information includes quarterly financial, cost savings, performance metrics, and client statistical data.

Advise the Pretrial Services Stakeholders Team of evaluations and disciplinary problems.

Ensure all financial matters are accurate and pass audits by the State Board of Accounts and the Department of Correction.

Complete all program budgets and financial reports.

Complete and/or ensure that all applications to granting agencies are submitted accurately.

Supervises assigned staff, including periodically analyzing workloads, reviewing position documentation, interviewing candidates, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, and motivating assigned staff, determining significant changes in responsibilities, evaluating performance results, recommending personnel actions, keeping supervisor and assigned staff informed of organizational developments, maintaining discipline and recommending corrective action, and communicating and administering personnel programs.

Creates awareness and increases understanding of the program in the community for the purpose of community support.

Becomes involved in activities and organizations in the community when this meets the Pretrial Release Program's public relations needs.

Utilize Jackson Jennings Community Corrections and Jennings County Probation Department, and all other resources of the agency for the purpose of promoting positive community relations.

Serves as the official spokesperson of the Pretrial Services Agency to community organizations to increase community awareness and solicit their support.

Responsible for ensuring that the agency complies with all certification requirements required by the Indiana Office of Court Services, including a process evaluation within the first three (3) years of operation and at least every three (3) years thereafter as directed by IOCS.

Follow all guidelines of the Jennings County Pretrial Services Program and Jennings County Policy and Procedure Manual.

Testifies in court, as needed.

Responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

Applies **EVIDENCE BASED PRACTICES (EBP):**

Exhibit proficiency in EBP work and foster an EBP environment.

Engage in and exhibit:

- Establishing Focus
- Providing Motivational Support
- Fostering Teamwork
- Empowering Others
- Managing Change
- Developing Others
- Managing Performance
- Fostering Diversity

Uses techniques such as Motivational Interviewing (MI) and ECMS when interacting with clients.

With a balanced approach, the instructor educates clients and residents on rules, policies, procedures, and expectations, and helps them develop the attitudes and skills necessary for successful adaptation to community life and a prosocial lifestyle.

Role models pro-social behaviors that convey dignity and respect for others and acknowledge that clients can change their lives through the development of skills and the adoption of pro-social attitudes and behaviors.

Reinforce prosocial attitudes and behaviors within client interactions, helping clients gain exposure to prosocial patterns of behavior and examples of how this behavior can be used.

Complete structured skill-building assignments with clients to help practice other skills they are learning in treatment, programs, or services they are engaged in as part of their supervision to practice or engage in behavioral rehearsal.

Will work in an Evidence-Based Practice (EBP) environment and secure certifications in EBP programming as required. Attends training and professional development classes. Will exhibit proficiency in Core Correctional Practices (CCPs): Staff use said practices with clients to increase prosocial behavior and reduce recidivism. Practices include relationship building, practical uses of reinforcement, disapproval, and authority, prosocial modeling, cognitive restructuring, and support with social skills and problem-solving.

Ability to recognize anti-social thinking and behaviors. Addresses them immediately, positively, and in a non-threatening manner.

Ability to express empathy regarding participant situations as appropriate.

## **I. JOB REQUIREMENTS:**

At least one of the following per the Indiana Pretrial Services Rules:

- 1) Bachelor's Degree from an accredited university or college; and
  - a) A minimum of three (3) years of full-time paid experience in criminal justice or human services; or
  - b) An advanced degree from an accredited university or college in criminal justice or human services; or
- 2) was employed as a pretrial services coordinator or pretrial services officer before January 1, 2021 (Indiana Pretrial Services Rules pgs. 10-12)."

Experiences in criminal justice evidence-based principles, budgeting, bookkeeping, statistical analysis and grant writing are preferred.

Thorough knowledge of pretrial, probation and community corrections evidence-based practices.

Thorough knowledge of the principles of community based alternative sanctions, interventions and programming.

Thorough knowledge of the adult and juvenile criminal justice systems.

Thorough knowledge of grant writing principles.

Thorough knowledge of data collection and statistical analysis.

Thorough knowledge of research and evidence-based principles of offender interventions.

Working knowledge of the State laws, regulations and procedures affecting pretrial, probation and community corrections evidence-based practices.

Working knowledge of administrative management, budget preparation and fiscal control of an operating department.

Working knowledge of the principles and practices of personnel management, supervision and training; Some knowledge of basic community needs and public and private community resources.

Working knowledge of Standard English grammar, spelling, and punctuation, and ability to effectively communicate orally and in writing with co-workers, other County departments, prospective participants, victims, and social service providers, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to plan, organize, direct, and coordinate complex departmental programs.

Ability to influence and support behavioral change through evidence-based practices.

Ability to supervise and evaluate the work of subordinates.

Ability to exercise initiative, ingenuity, and sound judgment in analyzing and solving difficult administrative and personnel problems.

Ability to evaluate departmental policy and programs, define problem areas, develop and direct the implementation of policy decisions and practices.

Ability to understand and interpret to others the aims, concepts, principles and practices of the Pretrial Release Programs for adult and juvenile offender supervision and prevention practices.

Ability to coordinate departmental activities with other departments and agencies.

Ability to effectively represent the Courts, the County, Board of Commissioners, legislators, and other officials and community leaders.

Ability to prepare, present, and administer departmental budgets.

Ability to establish and maintain effective working relationships with a wide variety of persons contacted in the course of work.

Ability to interpret, explain, and apply laws, rules, and regulations.

Ability to present ideas, facts, and recommendations effectively, orally and in writing.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals, and de-escalate volatile situations utilizing conversation/negotiation, as conditions demand.

Ability to testify in legal proceedings/court.

Ability to occasionally work extended hours, weekends, and evenings, travel for out-of-town meetings/trainings, sometimes overnight, and respond to emergencies on a 24-hour basis

## **II. ANNUAL MEASUREMENTS:**

Annually meet the county's policy on attendance and performance.

Complete twelve (12) hours of education training in department practices/policies and evidence-based practices.

Annually ensure the agency meets quality assurance standards and guidelines.

Annually achieve a measurement of "equal to 2" in IRAS Intra-rater Audit.

Annually pass (i.e., no findings of significant errors) fiscal audits conducted by the Indiana Department of Corrections.

Annually meet or exceed 80% on Annual Performance Review.

## **III. DIFFICULTY OF WORK:**

Incumbent operates within broad and general guidelines, exercising discretion and independent judgment in selecting the appropriate approach or adapting unclear guidelines to address specific situations. Numerous duties are performed that are not directly related to one another, and the incumbent exercises discretion and independent judgment in selecting the appropriate approach or adapting unclear guidelines to address specific situations.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Probation, Courts, law enforcement agencies, and the public, to give and receive information, render service, and exchange ideas.

Incumbent reports to entire Jennings County Judiciary but is supervised under the authority of its Supervising Judicial Officer, Judge Murielle (Ellie) Bright, Circuit Court. The incumbent also works collaboratively with the Director of Jackson Jennings Community Corrections in administering county grants and other community supervision initiatives.

Pretrial Services has a local policy and stakeholder team that meets regularly to collaboratively develop and approve local pretrial practices and review program performance metrics.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, handling/grasping objects, crouching/kneeling, bending/reaching, driving, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent occasionally works extended hours, weekends, and evenings, travels out of town for meetings/trainings, sometimes overnight, responds to emergencies on a 24-hour basis, and serves on a 24-hour call on a rotation basis.

**MISCELLANEOUS:**

Answers telephone and greet visitors as assigned, providing information and assistance, taking messages, or directing to the appropriate individual or department. Responds to inquiries regarding individual participants and department activities.

Ability to provide public access to or maintain confidentiality of department information/records according to state and federal requirements.

Effectively communicates pertinent information to co-workers and participants, including being sensitive to professional ethics, gender, cultural diversity, and disabilities.

Ability to work with others in a team environment and maintain appropriate, respectful interrelationships with co-workers.