



Williamson County

Pretrial Manager: Magistrate Court Services Unit

SALARY	\$2,545.09 - \$2,832.18 Biweekly	LOCATION	Georgetown: 405 MLK, TX
JOB TYPE	Full-Time	JOB NUMBER	14.02661
DEPARTMENT	Wilco Pre-Trial	OPENING DATE	05/22/2024
CLOSING DATE	Continuous	FLSA	Exempt

JOB SUMMARY

Reporting directly to the Director of Pretrial Services and/or elected Judges, responsible for daily operations of assigned unit, including staff management, operational and procedural management, budget management, and financial and statistical reporting. Manages administrative support staff assigned to the Magistrate Judges.

EXAMPLES OF WORK PERFORMED

- Exercises oversight of daily operations for assigned unit
- Interviews, trains, manages, develops, evaluates and documents employee performance; takes corrective action when appropriate
- Plans, schedules, prioritizes, distributes, and monitors workload of staff; ensures work is performed in accordance with laws, statutory time constraints, and policies and procedures
- Manages unit scheduling and timekeeping; creates daily staff schedules and ensures adequate unit coverage 7 days per week and holidays and provides coverage as needed
- Identifies, evaluates, recommends, and initiates changes in office and operating policies and procedures
- Maintains records, compiles data, and prepares statistical reports for leadership, judicial officers, and state and local stakeholders as requested
- Assists in analyzing operations and budget preparation; may include grant writing
- Investigates complaints from clients, their families, judicial entities, and the general public
- Represents the department in coordinating activities with various law enforcement and governmental agencies; serves as department representative on committees and in external meetings
- Collaborates with department leadership in strategic planning and department projects
- Conducts staff meetings and ensures staff up to date and trained on new legislation, changes to standard operating procedures, daily practices, and/or stakeholder daily practices
- Identifies technological needs to maximize use of available applications and existing technological assets, and implements upgrades
- Participates in cross-training to assist with all departmental duties, including functions of other units
- Makes court appearances as required, as a representative of Pretrial Services Department
- Attends all meetings and trainings, as required
- Performs special duties as assigned

Magistrate Court Services Unit

- Manages, trains, and develops staff assigned to provide administrative support to Magistrate Judges
- Develops and maintains standard operating procedures that outline and support the administrative operations of the Magistrate Court

- Develops and maintains procedures related to Cite and Release docket
- Oversees accurate data entry into various statewide databases such as the Public Safety Reporting System and the Protective Order Registry
- Ensures collaboration with other department units to assist with timely information and document sharing necessary for magistrate hearings
- Serves as the department's Texas Administrative Code (TAC) Coordinator/Co-Coordinator through the Texas Department of Public Safety and ensures individual staff and department compliance with Texas Law Enforcement Telecommunications System (TLETS) and Criminal Justice Information Services (CJIS) requirements
- Provides a central point of contact for attorneys, defendants, the public and the judiciary requesting information regarding the magistrate's office, pretrial services, and indigent defense

ORGANIZATION RELATIONSHIPS

- Reports directly to – Director of Pretrial Services
- Direct Reports – Yes

PHYSICAL DEMANDS

- Position involves prolonged sitting at a workstation, reading, visual examination of documents, reaching, standing, walking, twisting, bending, repetitive motions, and occasional lifting
- Position involves frequent written and verbal communication with various Williamson County staff, law enforcement agencies, attorneys, inmates, and the general public

ENVIRONMENTAL FACTORS

- Work is primarily indoors in an air-conditioned environment
- Work is regularly performed in a secure area of the jail
- Interactions with persons accused or convicted of crimes
- Work is fast paced, requires independent judgement, and an ability to meet legally mandated deadlines

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 four (4) years of criminal justice related experience, including cash handling/financial audits, case management, and policy/procedure development; OR an equivalent combination of education and experience
- Two (2) years of supervisory experience
- Demonstrated knowledge of federal, state and local laws and policies, and national standards related to pretrial release and post-release supervision
- Working knowledge of Microsoft Office Suite, Odyssey, 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
- Texas Crime Information Center (TCIC) certification
- National Crime Information Center (NCIC) certification

PREFERRED QUALIFICATIONS

- Two (2) years of training experience in a criminal justice environment
- Two (2) years of experience in a management role
- Bilingual (Spanish)
- 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: No
- 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.wilcotx.gov/469/Human-Resources.

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.) is 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.

Agency

Williamson County

Phone

512-943-1533

Address

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

Website

<https://www.wilcotx.gov/469/Human-Resources>