

## **Pretrial Release Coordinator**

### **Responsibilities include:**

Assess each defendant within 48 hours of arrest in the Pulaski County Jail;

Supply Circuit and Superior Courts, as well as parties to hearing, necessary assessments for initial hearings;

Supervise defendants placed into the Pretrial Release Program at the supervision level determined by the Court;

Coordinate treatment as requested by defendants on a pretrial basis with Community Navigator and treatment providers;

Input and analyze all data for the program, creating monthly reports for the supervising court;

Prepare and submit Indiana Department of Corrections grant and reports as required;

Attend and present at Cass/Pulaski Community Corrections meetings;

Lead quarterly advisory board meetings with the Pulaski County Stakeholder Committee;

Chair and facilitate local JRAC meetings;

Monitor and prepare updates for necessary policy/procedures;

Maintain compliance with all certification requirements for pretrial release programs as required by the Indiana Office of Court Services;

Coordinate the Pulaski County Pretrial Release Program.

### **Requirements:**

A pretrial release coordinator must comply with at least one of the following: (1) has a baccalaureate degree from an accredited university or college; and (A) the equivalent of three years of full-time paid experience in criminal justice or human services; or (B) has 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.

The coordinator and each pretrial services officer shall obtain at least 12 hours of continuing education in each calendar year following date of hire. At least six hours of the annual continuing education requirement shall contain information on evidence-based practices. All continuing education hours shall be approved by the pretrial services supervising judge.

**This is a grant paid position, renewable on an annual basis. There is no guarantee of continuing employment. Group health insurance plan with vision and dental is available based on grant funding availability.**

**Resumes should be submitted to Judge Kocher, Pulaski Superior Court at [legalpositionapplications@gmail.com](mailto:legalpositionapplications@gmail.com) no later than Friday, April 5, 2024.**

An Equal Opportunity Employer.