**Court Specialist Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Court Specialist to perform a variety of criminal justice and corrections duties related to Pretrial Release, Pretrial Supervision, Classifications, Inmate Workers, Work Release, Time Computation, and State Offenders.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Responsible for interviewing detainees to obtain detailed information, verifying alleged offenses committed by detainees, communicating with various agencies and officials as well as family, friends, and employers of detainees
* Utilize law enforcement databases; prepare a variety of related documents to include establishing and maintaining files
* Serves as an officer of the court in various hearings and is required to testify in court
* Work involves managing and coordinating housing assignments and inmate labor jobs according to risk, for inmates confined to Detention Facility
* Supervise defendants charged with felonies; misdemeanors, traffic or petty offenses that are placed in a Court Services program while in custody and when released pending court deposition
* Ability to closely monitor and report the compliance or non-compliance of defendants when conducting field site checks and substance abuse testing through urinalysis
* Extensive contact with Judicial and law enforcement officials, Public Defenders, Private Attorneys,
* Parole Officers, the general public, defendants under the supervision, and incarcerated individuals is required.
* Work requires general clerical tasks, extensive computer entry into local and state systems.
* Tracking county, community, and state inmates.
* Collecting genetic testing buccal swab samples as mandated by state statute.
* Interview newly arrested inmate for Pretrial Release, Supervised Release, Classifications, Inmate
* Worker and Work Release consideration
* Review, verify and approve client/inmate to work release, inmate worker programs as well as housing assignments
* Maintain accurate records of the current population and inmate status
* Provide background information, criminal history, and recommendations to the court, district attorney, and defense attorney for advice concerning the bond
* Record and prepare daily statistics for Department of Corrections Backlog, Parole Violators,
* Community Placement and Community Corrections, relating to inmate status.
* Prepare general correspondence for judicial and law enforcement review regarding inmate status.

### About you

* Equivalent to a Bachelor's Degree or vocational-technical training with major coursework in criminal justice, criminology, corrections, social services, or related field, or
* [insert number] years of experience in a directly related field or in the performance of similar duties and responsibilities
* Knowledge of criminal justice and corrections duties related to Pretrial Services, Classifications, and offender sentencing
* Familiar with the operation of a personal computer and software application to perform word processing, database, and spreadsheet projects
* Be able to communicate effectively, both orally and in writing
* Knowledge of Federal, State laws and statutes applicable to various aspects of the job including corrections, the criminal justice system, and law enforcement
* Comfortable with one-on-one contact with inmates while conducting interviews, performing case management duties, and collecting genetic testing samples.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]