



Lima Municipal Court
109 N. Union Street, Lima, Ohio 45801
Phone: 419-221-5275 Fax: 419-998-5537
AN EQUAL OPPORTUNITY EMPLOYER

POSTED: October 25, 2021
SUBMISSION DATE: November 19, 2021

Job Title:

Pretrial Service Officer
Full Time Position 40 hours per week.
Starting annual salary: \$49,566.40

Job purpose:

Under general direction from the Lima Municipal Court judges, prepares bond reports and supervises individuals referred to Pretrial Services pending final case disposition.

Duties and responsibilities:

Job Duties include, but are not limited to, the following:

- Interviews defendants who have been referred by the Lima Municipal Court for a bond review.
- Completion of ORAS, DVI and GIBPRA evaluations on all clients referred to Pretrial Services upon intake.
- Gathers and verifies all background information. Compiles criminal histories utilizing local and nationwide criminal justice databases. Prepares written bond reports for the Lima Municipal Court to include bond recommendations and special conditions of bond.
- Assumes supervision of defendants granted conditions of unsecured appearance bonds to Pretrial Services. Reviews, explains, and obtains signatures acknowledging bond conditions. Links defendants to necessary social services as needed, or as ordered by the Court. Establishes reporting schedule. Will require observation of urine screenings, oral testing and documentation of those results. May require home visits. Notifies Court of bond violations.
- Appears in Court as required for arraignments, bond hearings, or status hearings. May require testifying in Court.
- Must have the capability to remain neutral and objective.
- Must work well under pressure and with strict time constraints.
- Must be comfortable working in both an office and jail setting. Must be comfortable working with a diverse population of individuals accused of felony and misdemeanor offenses, some of whom are considered high risk and/or violent.
- Demonstrates strong interpersonal communication skills when working with defendants, attorneys and other court personnel.
- Establish relationships with outside agencies to assist with orders for a variety of assessments and defendant needs, including but not limited to mental health services, drug/alcohol addiction, employment, etc.

Knowledge, skills and abilities necessary for the position:

- Must possess computer/technical skills/abilities, which include: Ability to use personal computers and other office machines in order to prepare related reports as required.

- Must possess written and oral communication skills/abilities, which include: Ability to communicate with individuals of varying intellectual, emotional and physical abilities; Ability to maintain confidentiality in regard to client information and records.

Qualifications:

- Associate's Degree
- Experience with social services, case management and evidence based practices preferred
- Must have a valid driver's license and be able to pass a criminal background check

Interested applicants should apply by emailing a cover letter, resume and 3 professional references to lisa.deters@cityhall.lima.oh.us

Application materials will not be accepted after the submission date indicated above.