

Case Manager Office of Community Corrections

Under the supervision of the Specialty Court Administrator, this position in conjunction with the part-time position, fulfill the daily operations of the Office of Community Correction. The office of Community Correction primary responsibility is as a pre-trial service office, which monitors persons who are on bond while their court case is pending. This may involve Drug and Alcohol Testing, a portable breathalyzer device, or an electronic tether. This position also maintains programming under The Community Corrections Act, Public Act 511 which provides alternatives to incarceration. This position also works closely with the Gratiot County Sheriff's Department, to assist in reducing jail overcrowding, by placing an electronic monitoring device on individuals deemed qualified. The position also works cooperatively with the regional specialty courts, the Swift & Sure program, District court probation officers, the Michigan Department of Corrections, and the Gratiot County Probate/Family Court. This position routinely monitors court action in Circuit Court. This position will be called upon to give sworn testimony in all courtrooms.

Essential Functions

- 1) Oversee and coordinate all aspects of the community correction programming.
- 2) Monitor/activate/deactivate Soberlink and tether devices via computer access.
- 3) Conduct drug and alcohol testing as required.
- 4) Answer phone calls from clients, attorneys, law enforcement, or others associated with the criminal justice system, as needed.
- 5) Testify in court.
- 6) Enter jails to speak with individuals.
- 7) Attend specialty court meetings.
- 8) Monitor individual court cases.
- 9) Be available after hours for phone calls/questions.
- 10) Maintain a professional demeanor.
- 11) Create various legal documents, swear to accuracy, be an affiant on warrants.
- 12) Other duties as assigned.

Minimum Qualifications

- 1) An associate's degree in Criminal Justice, Law Enforcement, or related field, or 2 years' experience in a criminal justice field.
- 2) Ability to work independently or within a team environment.
- 3) Demonstrated ability of superior time management, and organizational skills.
- 4) Reliable transportation.
- 5) Demonstrated computer skills.
- 6) Successfully pass a background check, never been convicted of a felony or any crime involving violence, dishonesty or Fraud.
- 7) Consent to drug & alcohol testing when cause is presented.

Physical/Mental Requirements:

The Job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to the following requirements: (Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements).

Ability to climb stairs.

Ability to drive to training or meetings.

Visual acuity to read, proofread and write reports.

Hearing acuity to listen and communicate in person and/or by phone.

Ability to handle stress.

Mental capacity to analyze data, use sound judgment and make sound decisions.

Working Conditions:

Works in office environment.

Exposure to people from all social, economic and cultural background.

Exposure to occasionally irate people.

May 2018/65B District Court.