

PRE-TRIAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: The work is carried out in accordance with the goals and objectives established and involves interviewing offenders, determining eligibility, and maintaining contact with those enrolled in the program. The incumbent may be required to work evening and weekend hours. Work is performed under the general supervision of the Broome County Director of Probation. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Performs pre-trial release eligibility interviews with offenders;
Evaluates information obtained to decide whether enrollment in an Alternative to Incarceration Program is feasible and would be beneficial;
Makes reports and recommendations to various courts as to the eligibility of a defendant for an Alternative in Incarceration component placement;
Completes and obtains required information and signatures on all program forms and evaluation sheets;
Arranges for enrollment and placement of the offender in the desired program component;
Maintains close contact with enrolled offender to assure compliance;
Works closely with community resources to carry out program needs and promote objectives;
Prepares and maintains case records, correspondence and statistical information for program administration;
Attends meetings, conferences and training seminars to keep abreast of new or changing requirements relevant to program;
Installs electronic monitoring devices on court-ordered cases and provides reports and statistics to the courts and probation officers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles of and skill in investigating, interviewing, case recording and report preparation techniques;
Good knowledge of community services available to pre-trial defendants within the jurisdiction;
Working knowledge of the components of the criminal justice system;
Good knowledge of laws and regulations pertaining to alternative sentences and of functions and procedure of courts that are involved with the work the department and program;
Good knowledge of community organization principles and practices;
Good knowledge of modern methods of maintaining statistical records;

Ability to gain the confidence and cooperation of others;
Emotional maturity;
Good powers of observation, perception and analysis;
Initiative and resourcefulness;
Sound Judgement;
Willingness to be on call for emergencies.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in criminal justice, social sciences or related field; OR
- B) Graduation from high school or possession of a high school equivalency diploma and either:
 - a. two (2) years of paraprofessional or professional experience in a criminal justice agency; or
 - b. two (2) years experience* working directly with the criminal courts and its clients; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

*Note 1: Clerical experience is not acceptable qualifying experience.

Note 2: Sixty (60) semester credit hours toward a bachelor's degree in criminal justice, social sciences or related field can be substituted for the Associate's degree.