

NOTICE OF JOB OPENING

--

Posting Begins	October 13, 2022	Posting Ends	December 21, 2022
-----------------------	------------------	---------------------	-------------------

Position Title	PRE-TRIAL COORDINATOR
-----------------------	------------------------------

Department	Community Corrections	Division	Pretrial Services
-------------------	-----------------------	-----------------	-------------------

	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	710 N. 7th St. Kansas City, KS 66101 (Justice Complex / Pretrial Services)
-----------------------------	--

BRIEF JOB DESCRIPTION: The Pre-Trial Coordinator will review the daily Adult Jail admission list for consideration of release on an Intensive Supervision Bond. On a risk and need basis using a variety of sources they ascertain whether the defendant meets criteria. Duties include running and reviewing Triple I, NCIC and/or REJIS (Various reports of criminal history, police contacts, and information from other court jurisdictions.) Collateral contact with relatives, landlords, and community resources. Conducting home visits to potential residence for consideration. Gathering information from District Attorney's Office, Defense Attorney, Victim Advocate Office, and Judge. Consistent reviews will be completed in the event any aspect changes after initial admission to the system. The Pretrial Coordinator will maintain a small case load of Intensive Supervision Bond cases and perform duties as listed in the Pre-Trial Intensive Supervision Officer position as needed.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Sociology, Psychology, or a closely related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Valid Kansas Driver's License required.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$22.54 - \$30.16/hr.	PI #	6752	Class. Code	5313
---------------------	-----------------------	-------------	------	--------------------	------

EXT 11/23/22

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY

The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce

.EOE