

CONTINUOUS RECRUITMENT

POSITION TITLE:	Court Services Officer 1 Court Services Officer 1/Bilingual (Pretrial Services Officer) Case Processing Band Level 2a – Basic (Unclassified)	OPENING DATE:	June 20, 2016
		CLOSING DATE:	Open Ended
		MINIMUM SALARY:	\$43,703*
		MAXIMUM SALARY A:	\$71,601**
		MAXIMUM SALARY B:	\$68,021**
LOCATION:	Union Vicinage Criminal Division Pretrial Services Unit Elizabeth, New Jersey	ANNOUNCEMENT:	#UNN 2016-13
		POSITION NO.:	TBD

POSITION DESCRIPTION

The Union Vicinage is seeking individuals to join the vicinage Pretrial Services Program. The selected candidates must possess excellent interpersonal, organizational, and case management skills in order to perform the duties required of this position. The selected candidates will regularly interact with pretrial defendants, judges, prosecutors, public defenders, the county jail, local law enforcement, the private bar, and the public. These positions will be responsible for researching criminal case histories, conducting pretrial risk assessments, preparing reports, meeting with defendants, making recommendations to judges regarding conditions of pretrial release for pretrial defendants, and staffing first appearance/Central Judicial Processing hearings and pretrial detention hearings. In addition, the selected candidates will be required to monitor the conditions of pretrial release for a caseload of low to moderate risk pretrial defendants, assist pretrial defendants in attaining specific goals to ensure their appearance in court and the safety of the public during the defendant's pretrial release, and report the defendant's non-compliance with conditions of release to the court. The selected candidates will be required to work a non-traditional work week, which may include holidays, evenings and weekends. Perform related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree.

EXPERIENCE: One (1) year of experience in case management involving gathering and analyzing case-related information which shall have included the exercise of judgment and discretion, and one or more of the following; reviewing cases to identify case management and discovery needs, coordinating with judges and/or attorneys to resolve case issues, and/or preparing reports of findings and recommendations.

SUBSTITUTION: Applicants who do not possess the required education may substitute additional paraprofessional or professional experience on a year for year basis with one year of such experience being equal to thirty (30) semester hour credits. An Associate's Degree and two years of additional paraprofessional or professional experience may be substituted for a Bachelor's Degree.

TESTING: Candidates selected to serve in a bilingual title must pass the Civil Service Commission Bilingual Communicative Ability Test (BICAT) performance examination or provide proof of having established bilingual proficiency with the Civil Service Commission prior to appointment.

NOTE: Experience with pretrial services programs is helpful.

DRIVER'S LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

AUTHORIZATION TO WORK: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

SPECIAL NOTE: Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey.

Terms and conditions of employment will be governed by the applicable collective bargaining agreement.

INFORMATION FOR APPLICANTS

Applicants should submit a cover letter and current resume complete with announcement number, both day and evening telephone numbers and e-mail address to: UNNHR.Mailbox@njcourts.gov – OR – Elisa Aloe, Human Resources Division Manager, 2 Broad Street, Elizabeth, NJ 07207. **If you are responding to more than one Notice of Vacancy, please submit a copy of your resume/cover letter for each posting. Please include the announcement number in the subject line of your email submission.**

***For newly hired individuals, the starting salary will normally be at the minimum of the salary range. For current Judiciary employees, salary upon promotion or advancement will be an increase of 5% of base salary, not to exceed the maximum of the range, or the minimum salary of the band/level, whichever is greater.**

****Maximum Salary A is for Judiciary employees hired prior to June 3, 2014 and Maximum Salary B is for newly hired individuals or Judiciary employees hired on or after June 3, 2014.**

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.