MONTANA JUDICIAL BRANCH

PUBLIC SAFETY ASSESSMENT COORDINATOR

**Nature of Work**

This is professional work responsible for analyzing information from various criminal record sources and using that information to compile a risk score using the Laura and John Arnold Foundation’s Public Safety Assessment (PSA) instrument. This position gathers and analyzes information from the Criminal Justice Information Network and Full Court records to prepare a defendant’s pretrial public safety risk assessment to be used by courts to make decisions regarding the defendant’s potential release into the public during court proceedings. This position is also responsible for tracking each defendant’s progress to evaluate the overall effectiveness of the program.

This position collects court information concerning defendants and analyzes that information to determine accurate criminal histories for each defendant. Information from each defendant’s criminal history is entered into the PSA where the algorithmic function of the PSA determines the risk for failure to appear for future court appearances and the risk of committing a new violent offense during time of release. This position must ensure accuracy of information entered while meeting time requirements for each case.

This position is responsible for tracking the progress of each defendant through the court system and recording data to evaluate program effectiveness. Data includes, but is not limited to, failure to appear, abscondence, adherence to court orders, determination of violent acts, and commitment of new violations. This data is compiled into reports to determine the effectiveness of the assessment tool and the overall program.

This position works with all levels of the criminal justice system including judges, prosecutors, defense attorneys, and law enforcement. Reports and correspondence must reflect a high level of professionalism. Work is performed independently with minimal supervision, which requires a high degree of time-management and efficient prioritization of duties. This is an 18-month grant funded pilot program with the possibility of becoming permanent. This position has nontraditional work hours.

# Essential Functions (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed)

* Complete the Laura and John Arnold Foundation’s Public Safety Assessment (PSA) to determine defendant’s suitability for release before trial. Review criminal background history and provide report to the court.
* Correctly analyze criminal history information gathered through the Department of Justice Criminal Justice Information Network (CJIN) and the Montana Judicial Branch Full Court records to complete data entry into the PSA.
* Complete the “AutoMon” report for each defendant to present the risk assessment to the judge, defense, and prosecutor prior to the initial appearance.
* Document release decisions made by the court and enter that information into “AutoMon”
* Perform data entry and track each defendant’s case progress as it relates to pretrial outcomes. Assist in assessing pretrial data to evaluate effectiveness of each procedure and the program as a whole.
* Analyze and enter data under strict time constraints.
* Complete other tasks as needed to assure proper implementation of the PSA and other pretrial processes.
* Collaborate with other department and outside agencies as necessary.
* Certification in Criminal Justice Information Network (CJIN) operations is required. Must properly operate a CJIN terminal within the rules and regulations of the Department of Justice.

# Knowledge, Abilities and Skills:

* Working knowledge of principles and practices of the judicial and criminal justice systems.
* Ability to analyze criminal histories to determine convictions.
* Ability to organize and implement procedures with a high level of accuracy and efficiency.
* Ability to communicate effectively and tactfully both orally and in writing.
* High level of skill in self-management and self-motivation to set own priorities to meet strict time requirements.
* Data entry with strict time constraints and accuracy requirements.
* Ability to establish and maintain effective working relationships with coworkers, members of other agencies, judges, prosecutors, and defense attorneys.
* Commitment to maintain confidentiality of court records, criminal histories, and other sensitive information.
* Willingness to work nontraditional hours including weekends.

**Working Conditions:**

Work is performed primarily in an office. Occasional travel may be required.

**Physical Demands:**

Secure office conditions with occasional travel required. Data entry and typing under strict time constraints.

**Qualifications:**

Associate’s Degree in business administration, social science, criminal justice, legal studies, or related field and two years of relevant work experience. Comparable combination of education and experience may be considered. Strong technical skills in a variety of word and data processing programs is preferred. Working knowledge of legal terminology and legal process also preferred.

**Licensure and Certification Requirements:**

Criminal Justice Information Network (CJIN) certification or ability to become certified within 30-days of initial employment.

Completion of a certification program matching the Operator’s Level of System Participation in CJIN within 6 months of system access and biennially thereafter.