



The Monroe County Human Resources Office is now
accepting applications for the following position:

16 PRE-TRIAL SERVICES DIRECTOR – PRE-TRIAL SERVICES
\$70,408/yearly | Full-Time (40 hours/week)

Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.

Notice: Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (<http://epatch.state.pa.us>), to be obtained at the candidate's expense prior to the start date. Additional position-specific clearances may be required.

POSTED: 06/26/2026

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: Director of Pretrial Service/DUI Coordinator

PURPOSE OF CLASSIFICATION

The purpose of this classification is to oversee and manage the Pretrial Services Department and DUI Services for the 43rd Judicial District. This position plans, directs, and administers the activities of all pre-disposition/diversionary programming and services. Furthermore, this position serves as the Court appointed DUI Coordinator for the 43rd Judicial District. Work requires considerable initiative and independent judgment and involves developing policies and procedures in accordance with law and with court policies, directing and evaluating Bail services, Behavior Assessment services, Alcohol Highway Safety services, and ARD Supervision, as well as continuing the development of the evidence-based management approach to administrating this office. This position reports to the District Court Administrator or their designee.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Deputy Court Administrator, the District Court Administrator, the President Judge, or her/his designee.

1. Expedites the flow of information and cooperation between the court and pretrial system.
2. Directs and participates in research projects to develop and improve department effectiveness.
3. Evaluates long and short-term goals and objectives, monitors the progress and impact of evidence-based practices (EBP).
4. Establishes and maintains effective working relationships with outside departments/agencies/organizations instrumental in ensuring the continued leadership of Pretrial and DUI Services in community issues, program development, mental health services, drug and alcohol services, and fiscal responsibility.
5. Evaluates staff performance and reviews practices with staff to ensure compliance within the scope of professional standards and ethical guidelines established internally and through the American Bar Association and the National Association of Pretrial Service Agencies.
6. Serves as the court-appointed DUI Coordinator, managing all aspects of the Alcohol Highway Safety Program. This includes but is not limited to: scheduling classes, scheduling CRN evaluations, maintaining certification/recertification records for all DUI instructors and CRN evaluators, and maintains certificate of operation records/requirements as mandated under Title 67 Chapter 94 of the Pennsylvania Code.
7. This division oversees cases court-ordered to pretrial supervision and individuals approved for the Accelerated Rehabilitative Disposition Program (ARD).
8. Monitors and supervises DUI Instructors, CRN Evaluators, Pretrial Officers, ARD Officers, and related support staff.

9. Maintains confidentiality of information disseminated.
10. Responsible for assisting in the budget process and maintaining the budget.
11. Maintains fee collection records, establishes fee schedule, and develops collection policies.
12. Coordinates referrals for DDAP assessments and treatment services with state certified programs.
13. Interviews prospective candidates for employment.
14. Trains all staff.

ADDITIONAL FUNCTIONS

1. Able to multi-task and delegate assignments as needed. Makes last minute schedule changes due to equipment failure/staff shortages/staff accommodations.
2. Exhibits willingness and ability to adapt to change.
3. Able to work in an environment with varying levels of authority.
4. Able to work independently and with minimal supervision; able to exercise discretion and exhibit problemsolving skills.
5. Consults with the Court Administrator or Deputy Court Administrator regarding continuing education and training needs.
6. Oversees special projects as developed by President Judge or Court Administrator.
7. Attends regular department meetings.
8. Works collaboratively with other members of the department as well as other colleagues and employees of the Court and County.
9. Appropriately directs questions and inquiries. Exhibits collegial working relationship with court participants.
10. Performs other duties as assigned by the Deputy Court Administrator, District Court Administrator and President Judge, or her/his designee.
11. Excellent leadership, administrative, and management skills.
12. Ability to plan and supervise the work of others.
13. Knowledge of pretrial risk assessment and current research in assessing pretrial misconduct.
14. Considerable knowledge of current social, economic, and health problems and resources, with special emphasis on factors related to crime.

MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university and seven (7) years' experience in pretrial, parole, probation, or other social work, including two (2) years in a supervisory or administrative capacity

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work collaboratively and collegially with coordinate colleagues and superiors. Requires the ability to understand and navigate varying levels of authority while performing job duties.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Requires an understanding of appropriate courtroom decorum.

Mathematical Aptitude: Requires the ability to perform basic mathematical calculations such as addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Requires the ability to exercise discretion appropriately and within the constraints of Court policy and direction from superiors and to employ problem-solving skills and techniques.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable. Requires the ability to exercise judgment to modify custom or practice to suit novel or unusual circumstances.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The 43rd Judicial District, Court of Common Pleas of Monroe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Court will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.