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| Missoula County Logo | **MISSOULA COUNTY** **invites applications for the position of:**  **Public Safety Assessment Coordinator** |

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| **SALARY:** | $16.41 Hourly |
| **DEPARTMENT:** | Community Justice Department |
| **OPENING DATE:** | 07/21/21 |
| **CLOSING DATE:** | 08/09/21 05:00 PM |
| **BARGAINING UNIT:** | MFPE-Federation of Missoula County Employees |
| **WORK SITE:** | Missoula Montana |
| **SCHEDULING/HOURS OF WORK:** | Full time Monday through Friday |
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| **TO APPLY:**   * **Please complete all sections of the online application, even if a resume is submitted/requested.** * **Please include with your completed application: a letter of interest, and a resume.** * **Incomplete applications may be disqualified.** * **Complete job description available upon request to the Department of Human Resources.**   **DEFINITION:** Performs administrative duties for the Community Justice Department (CJD) related to the coordination of information regarding the Montana Public Safety Assessment (PSA) Pilot Project between the State of Montana and the Missoula County District and Justice courts. **This position is grant funded through June 30, 2023. Continued employment is conditional upon funding.** | |
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| **REPRESENTATIVE EXAMPLES OF WORK:** Coordinates with court and jail staff, the Missoula County Attorney’s Office, and the Office of the Public Defender to ensure the PSA is available for eligible, in custody defendants prior to their initial appearance. Reviews court and jail databases to document court orders, hearing dates, conditions of pretrial release, failures to appear, new criminal activity, pretrial violations, case disposition, defendant contact information, and other pertinent information in the AutoMon case management database. Serves as a liaison and point of contact between the CJD and State of Montana Office of the Court Administrator (OCA) on the PSA Pilot Project in Missoula County. Coordinates with the OCA to remove cases entered into the AutoMon case management system that do not meet the criteria for inclusion in the Pilot Project and prepares data for Missoula County’s Performance Measure Report. Works with the CJD Data Analyst to conduct quality assurance of entered data. Identifies and problem solves issues within the AutoMon case management database. Assists in facilitation of the PSA/Pretrial Expert Working Group and works with stakeholders to improve the PSA process. | |
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| **MINIMUM QUALIFICATIONS:** Requires high school graduation or GED equivalent. Requires two years of office clerical or administrative experience in an office setting.  Requires experience in word-processing and data entry.  Experience working with criminal justice data is desired. **SPECIAL REQUIREMENTS**: Offer of employment will be contingent upon successfully passing a background investigation. | |
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| **PHYSICAL/ENVIRONMENTAL DEMANDS:** The work is commonly performed in an office setting with a considerable amount of time using a computer keyboard.  May require occasional light lifting (up to 20 lbs.). | |

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| APPLICATIONS MAY BE FILED ONLINE AT: https://www.governmentjobs.com/careers/missoulacounty/  200 W Broadway Missoula, MT 59802 406-258-4874  [gbrown@missoulacounty.us](mailto:gbrown@missoulacounty.us) | Position #2020-00245 PUBLIC SAFETY ASSESSMENT COORDINATOR |