

MAINE PRETRIAL SERVICES, INC

*Androscoggin-Aroostook-Cumberland-Franklin-Hancock-Kennebec-Knox
Lincoln-Oxford-Sagadahoc-Waldo-Washington-York Counties*

Job Title: Pretrial Services Case Manager

Reports to: *Pretrial Services Supervisor and Pretrial Services Program Manager*

Revision Date:05/01/2026

Job Summary: Maine Pretrial Services will commit its resources to case managers to provide education and training regarding case management services to criminal defendants awaiting case disposition on criminal charges.

The case manager shall have knowledge of criminal justice issues and shall commit to best practices for case management. The case manager's duties are as follows.

Supervisory Responsibilities:

- Not applicable

Duties and Responsibilities:

- Screen the population of the County Jail on a regular basis (Monday through Friday mornings) to identify pretrial detainees.
- Monitor and coordinate release for defendants who have an inability to furnish bail and/or are appropriate for release under supervision.
- Perform a written file review on each pretrial detainee held on charges, including all arrest and county jail booking data.
- Assess pretrial risk and need using an objective risk assessment tool such as a MPRAI (Maine Pretrial Risk Assessment Indicator) and other evidenced based tools such as the TCU II, MHSF III, ODARA (if indicated) and AC-OK.
- Determine appropriate release (bail) status for each pretrial detainee considering least restrictive bail conditions that would ensure the appearance of the defendant at court, reduce the risk of recidivism while awaiting disposition of the case, enhance public safety and promote the integrity of the judicial process.
- develop recommendations for the Court for the setting of bail, including written contracts for supervised release for review of district attorney, defense counsel, court, and, if applicable, probation officers, similar process for deferred disposition cases.
- Supervise compliance with terms of release contracts, including preparation of revocation documents for non-compliance by clients.
- Attend all pretrial service staff meetings.
- Attend all appropriate criminal justice meetings and participate in appropriate sub-committees.
- Perform random drug/alcohol screens on clients and report results.
- Maintain full, current client records, compile periodic reports on caseloads.
- Network with other agencies and providers of services necessary for the provision of pretrial services.
- Attend county supervision and other agency meetings as required.

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- Collaborate with local domestic violence projects and participate in Violence Intervention Partnership
- Adhere to the National Association of Pretrial Services Agencies (NAPSA) standards of pretrial services.
- Obtain certification through NAPSA after one year of employment.
- Obtain certification through the agency's drug and alcohol testing provider within one month of employment.
- Strive to embrace innovation and integrity while recognizing legal and evidence-based practices to address the evolving needs of Maine's criminal justice system effectively and efficiently.
- Reduce recidivism by collaborating effectively with community-based resources for treatment, education, employment, and housing.
- Address criminogenic factors in the criminal justice population by embracing legal and evidence-based practices such as motivational interviewing, objective risk assessment, and referral to evidence-based treatment interventions for all defendants eligible for supervision.

Required Skills:

- Quality Oriented with strong organizational skills and attention to detail
- Superior written and verbal communication skills

Education and Experience:

- Bachelor's Degree

Physical Requirements:

- This position is situated in an office environment.
- Regularly required to sit, walk, bend, and stand.
- Sitting 75%, Standing 10%, Walking 10%, Bending 5%
- Expected to effectively communicate in person, on phone, and via email and other electronic devices on a continual and repetitive basis.

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JOB DESCRIPTION ACKNOWLEDGEMENT

Employee Name

Employee Signature / Date

I acknowledge that I have received this position description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.