

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

PTI SPECIALIST (PS101499)

DEPARTMENT: PRE-TRIAL INTERVENTION (PTI)

JOB SUMMARY/ESSENTIAL FUNCTIONS: Provide services that are focused on the individual and/or all relevant systems affecting the defendant's ability to achieve successful Diversion completion. Coordinate and review NCIC background checks for eligibility of Diversion Services for (PTI) applicants. Conduct criminal history research and other case management duties and responsibilities. Assist in the opening and/or closing of the office and the protection of confidential files. Assist Diversion Services Coordinator with varied duties as assigned. Accept and process applications for the Diversion Services Programs. Accept fees from and issues receipts to program participants. Assist with the initial intake of information for new clients and creates files. Provide general information to the public if not involved directly with a case, law enforcement agencies, victims, and all applicable courts as necessary. Prepare information for submission to the South Carolina Law Enforcement Division as required. Perform data entry duties by entering case information & closing out of cases in the computer system. Perform diversified duties which include answering incoming telephone calls, maintaining/ordering the optimum level office supplies, basic typing, creating files, copying and filing. Perform other duties as assigned.

QUALIFICATIONS:

Bachelor's degree (preferable in Criminal Justice) and two (2) years related criminal justice experience.

PTI and/or court experience preferred.

Clerical skills including filing, customer service, math, data entry and correct grammar usage.

Skilled in the operation of all basic office equipment.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as non-exempt and reports directly to the 9th Circuit Solicitor's Office Diversion Services Coordinator. Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday 9:00 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

PTI Specialist – Grade: C28

Entry Level Bi-Weekly Salary Range: \$1,277.89 - \$1,469.57

Date of Posting: 03/23/2017

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.