



Job Description

Job Title: Court Representative

Reports to: Court Director

Overview:

Court Representatives act as liaisons between the Court Employment Project (CEP) and Supreme Court. Court Representatives must have a thorough understanding of the Supreme Court as well as the different services offered to participants in CEP. Court Representatives conduct extensive screening interviews, often requiring more than one session, and significant follow up and verification. Court Representatives are responsible for working with families to explain the program, obtain information and assess the level of family support. Court Representatives must be prepared to respond to extensive questioning about participants' involvement in CEP from judges and other court players. The position requires a strong familiarity with all the extensive services offered by CEP and an ability to effectively utilize that knowledge during court advocacy. Court Representatives are required to become adept at working with the CEP databases and the Office of Court Administration database.

Responsibilities:

- Screening for eligibility using OCA database;
- Assess eligible candidates' suitability for CEP based information obtained in screening interviews;
- Complete responsibility for all intake and consent forms;
- Maintain working relationships with judges, probation officers, Assistant District Attorneys, and defense attorneys;
- Meet with participants and services staff discuss program performance;
- Contribute to CEP written court reports;
- Keep judges informed on all relevant participant performance issues;
- Collect screening information on intake and re-arrest cases track cases following completion of the program;
- Enter court dispositions into CEP database;
- Accompany participants to court appearances and advocate on their behalf;
- Perform other related duties as assigned by CEP's Director of Court Operations.

Position entails a 35 a week commitment from Monday - Friday between the hours of 9:00 am and 5:00 pm.



Qualifications:

- Minimum of Bachelor's degree required;
- proven ability to function effectively in a highly paced and often stressful environment;
- strong computer skills;
- highly articulate and resourceful;
- excellent analytical and written skills; and
- bi-lingual (Spanish) strongly preferred.

Salary: Salary plus excellent benefits

How to apply: E-mail cover letter and resume with salary history and requirements in Rich Text Format (RTF) or Word 2002 format to **casesjobs@cases.org**. Please list the title of the position you are applying for in the subject line. No phone calls please. Only applicants selected for interviews will be contacted.

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