

CUYAHOGA COUNTY COMMON PLEAS COURT GENERAL DIVISION – JOB DESCRIPTION

Job Title: Bail Investigator
Department: Criminal Records

Reports To: Bond Commissioner
Starting Salary: \$ 56,617.60

APPLICATION SUMMARY

This is an unclassified position held at the pleasure of the Court. This position collects information, including the individual's background and/or prior criminal record, from interviews with the defendant and other various sources, the Ohio Revised Code and the Ohio Risk Assessment tool. This information provides the basis for recommendations to judges on the setting of bonds for defendants. The Bail Investigator meets regularly with the Bond Commissioner, Deputy Bond Commissioner and/or co-workers to discuss problems, assignments and randomly review recommendations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Interviewing defendants in jail to obtain information necessary to recommend bond (e.g., residence, employment, past and present criminal history) and verifying it by contacting various agencies and/or people (e.g., arresting agencies, utilizing various law enforcement and/or criminal justice databases, friends, employer);
2. Responding to inquiries from Judges, various agencies, defendants, families and attorneys regarding bonds, arraignments and various other court proceedings;
3. Assisting the Judge with the daily operations of the arraignment room and various other court proceedings (e.g., maintaining arraignment room statistics, participating in bond reduction hearings upon request of judge, etc.);
4. Inputting data and recommendations into computer;
5. Performing other related duties as required.

The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, staff, Court employees, attorneys, defendants, outside agencies and the public, particularly to gather information from various sources to make recommendations;
2. Proficiency in operation of computer, data entry skills and Microsoft Office applications; ability to access and utilize various law enforcement and/or criminal justice databases; ability to learn and work with custom software utilized within the Court;
3. Knowledge of Court procedures, bond guidelines, risk assessment tools, Court programs, available resources and the Court criminal system;
4. Ability to research case information to prepare accurate case histories on a timely basis;
5. Ability to maintain sensitive and confidential information and the highest ethical standards;
6. Ability to work independently, with general instructions and guidelines, and with minimal supervision;
7. Ability to assess needs of defendants within a short period of time, and make appropriate bond recommendations;
8. Effective time management, reliability and punctuality;

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9. Professional appearance and demeanor.

EDUCATION and EXPERIENCE

Required: High school diploma and two (2) years of relevant work experience.

Preferred: Bachelor's Degree in Criminal Justice or related discipline. Must obtain and maintain certifications in the LEADS system and any other necessary databases, and the Ohio Risk Assessment System (ORAS). Knowledge of evidence-based practices (EBP) and risk-based tools is preferred.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While this position requires working in a normal Court and/or office environment with no unusual demands or exposure to hazardous situations, the Bail Investigator is required to visit the Correction Center and have contact with defendants who may be disruptive or have communicable diseases; however, security and precautions are available. Frequent contact is made with the Bond Commissioner and Deputy Bond Commissioner, Judges and other Court personnel, attorneys, litigants, criminal defendants, defendants' families, co-workers and the general public.

The normal work day is eight (8) hours; ranging from 6:30 AM to 4:30 PM, Monday through Friday. This position may require work beyond normal hours, including evenings and weekends.

APPLICATION REQUIREMENTS

Proof of education and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. Applicants must submit a letter of interest and a resume by 4:30 P.M. on Friday, June 13, 2025, to:

Cuyahoga County Common Pleas Court
Gregory Popovich - Court Administrator
1200 Ontario Street
Justice Center - 11th Floor
Cleveland, Ohio 44113

(e-mail: infosys@cuyahogacounty.gov)

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8562.

Equal Opportunity Employer – Smoke-Free and Drug-Free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

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Cuyahoga County's website:
www.cuyahogacounty.gov