**Court Liaison - Pretrial Services and Early Intervention Court Program**

LCA is seeking qualified applicants to fill a full-time Court Liaison vacancy at our Pretrial and Early Intervention Court (EIC) program in Alameda County. This is a full-time, non-exempt (hourly) position.

The court liaison works directly with the courts presenting compliance and progress reports as well as monitoring court records to identify new offenses, failures to appear, warrants, and violations. Additionally, the court liaison will maintain a reduced caseload while providing support to the Program Director with delegation of work or other supervisory tasks.

**Minimum qualifications and experience:** A bachelor’s degree in criminal justice or a related field of study and experience working in multiple courtroom settings liaising between the presiding judge, attorneys, and in custody population is preferred. A minimum of two years of work experience providing case management and experience working with the criminal justice population, preferably individuals on pretrial status, within the last two years is required.

**Desirable characteristics:** The court liaison should possess some familiarity with the laws, rules, and regulations governing pretrial release services; methods and techniques used in pretrial screening; and social/rehabilitative agencies and community resources related to Alameda County. Additionally, the court liaison must be well-organized, have strong oral and written communication skills, have cross-cultural sensitivity and competency, integrity, intelligence, enthusiasm, an understanding and respect for the criminal justice population, and a sense of humor. **Formerly incarcerated individuals strongly encouraged to apply.**

**Regular work days and hours:** Hours of work are Monday to Friday from 8:30 a.m. to 5:30 p.m.

**Salary range:** $21.50-$22.50/hr. + benefits

**To apply:** Please write a cover letter outlining how you meet the minimum requirements and send a current cover letter and resume to [jobs@lcaservices.com](mailto:jobs@lcaservices.com). Include in the email Subject line: **Pretrial/EIC Court Liaison**. Please no phone calls.

Please note that all staff are required to complete Live Scan fingerprinting following an offer of employment. Criteria for approval or denial of a position include not currently on parole, mandatory supervision, PRCS or probation or under any structured supervision as a result of criminal conduct; not required to register per Health and Safety Code Section 11590, Penal Code Section 290, and/or Penal Code Section 451.