



City of Missoula  
**Pre-Sentencing Support Specialist**

<b>SALARY</b>	\$25.49 - \$28.01 Hourly	<b>LOCATION</b>	Missoula, Montana
<b>JOB TYPE</b>	Regular, Full-Time	<b>JOB NUMBER</b>	00716
<b>DEPARTMENT</b>	Municipal Court	<b>OPENING DATE</b>	05/28/2026

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## Overview

**Support individuals navigating the court system while helping improve outcomes before sentencing.**

As a **Pre-Sentencing Support Specialist** within the Pre-Trial Assistance to Support Success (PASS) program, you'll provide case support, coordinate community referrals, and help participants understand and comply with pretrial conditions. This position serves as a critical connection between the Court, Judges, attorneys, service providers, and justice-involved individuals to promote accountability, engagement, and continuity of care throughout the pretrial process.

We are seeking a compassionate, organized, and collaborative professional who values problem-solving, communication, and public service. If you are passionate about supporting individuals through complex systems while contributing to a more effective and equitable court process, this is an opportunity to make a meaningful impact in the community.

**Priority screening of applications will begin on Monday, June 15, 2026. It is in your best interest to apply before this date.** Applicants applying on or after this date will only be considered if a competitive applicant pool is not received.

**To Apply:** All applicants must submit **the City of Missoula application AND Cover Letter** explaining your interest in this position and detailing how your experience and education meet the qualifications.

**Failure to attach the cover letter will result in your application being incomplete, and therefore, not reviewed by the hiring manager.**

**Resumes will not be reviewed. All details should be entered on the application.**

### **Starting Pay:**

New hires start within our entry-to-market range, depending on experience and qualifications. The starting range for the position is \$25.49 - \$28.01/hour and will increase each year for longevity and cost of living adjustments.

### **Full Pay Range:**

Each position also has a full wage range that reflects potential growth over time, including annual increases for longevity and cost-of-living. The full range for the position is \$25.49 - \$29.69/hour.

## Essential Functions

- Conduct pretrial outreach and ongoing communication with PASS participants to explain court processes, conditions of release, and program expectations.
- Provide individualized support to assist participants in complying with pretrial conditions, including court appearances, referrals, and program participation.
- Monitor, document, and track PASS participant compliance, case status, and outcomes using court databases and case management systems.
- Identify barriers to compliance (e.g., transportation, housing instability, treatment access) and facilitate referrals to appropriate community-based services.
- Hold regular PASS office hours at various community locations, including the Poverello Center and other partner sites, to engage participants who are difficult to reach through traditional methods.
- Attend Jail Court to meet with PASS participants in custody, explain program expectations, review conditions of release, and support timely connection to services upon release.
- Collaborate with Judges, court staff, PASS team members, Traffic Court, Community Court, and other related programs to support informed pretrial decision-making.
- Prepare, process, and maintain pretrial-related court documentation.
- Assist with processes related to driver's license suspensions and reinstatements, when applicable, during the pretrial phase.
- Communicate with attorneys, treatment providers, and partner agencies regarding participant progress, compliance status, and referrals, as permitted by policy.
- Participate in PASS program development, including refining workflows, tracking performance measures, and identifying opportunities to improve participant outcomes.
- Provide customer-focused assistance to the public, court staff, Judges, and partner agencies via telephone, email, and in person.
- Perform other duties as assigned, based on training and qualifications.

## Knowledge, Skills and Abilities

- Knowledge of general office procedures and practices, including data entry, record management, generating reports, etc.
- Knowledge of, or ability to learn, pretrial court operations, PASS program goals, and conditions of release.
- Knowledge of, or the ability to learn, general court operations, principles, and practices, including policies, laws, legal codes, regulations, etc.
- Knowledge of, or the ability to learn, general criminal justice system operations, including citations, warrants, court orders, and pretrial supervision models.
- Knowledge of community-based resources relevant to PASS participants, including treatment, housing, transportation, and legal support services.
- Skill in utilizing various computer software and databases, including Microsoft 365, and the ability to learn job-specific applications and equipment.
- Skill in case management and accurate documentation within court and PASS databases.
- Skill in organization, time management, and prioritizing with the proven ability to have keen attention to detail and accuracy in performing work with adherence to strict deadlines.
- Skill in communication, in person and writing, with the proven ability to establish and maintain effective working relationships with diverse populations and justice-involved individuals.
- Ability to participate in providing collaborative problem-solving solutions.
- Ability to provide trauma-informed, customer-focused service while maintaining professional boundaries and program integrity.
- Ability to maintain current knowledge, developments, and trends related to specific areas of focus and/or assigned projects.
- Ability to exercise discretion and maintain confidentiality when handling sensitive and legally protected information.
- Ability to collaborate effectively with Judges, court staff, PASS team members, attorneys, and community partners.

- Ability to maintain and foster a culture of professionalism, adhere to departmental and City standards and specifications, and support a positive team environment.
- Ability to manage challenging interactions and resolve conflicts while maintaining a calm professional demeanor.
- Ability to learn and apply departmental, City of Missoula, and PASS program policies, practices, and procedures.

## Qualifications and Additional Application Materials

- Any combination of education and experience equivalent to three (3) years of court, criminal legal, or case management experience, or another relevant field.
- Must be able to pass a criminal background check.

The City of Missoula does not sponsor employment visas (e.g., F-1, H-1B, TM). Applicants must be authorized to work in the United States on a full-time basis at the time of application.

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### Employer

City of Missoula

### Address

435 Ryman Street  
Human Resources  
Missoula, Montana, 59802

### Phone

406-552-6130

### Website

<https://www.ci.missoula.mt.us/>

## Pre-Sentencing Support Specialist Supplemental Questionnaire

### \*QUESTION 1

Please describe your experience working with justice-involved populations, including any education, training, or work experience. Be specific about your role and responsibilities.

### \*QUESTION 2

Did you attach your cover letter to complete your applications?

- Yes
- No

\* Required Question