SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY
STATE OF NEVADA

PRETRIAL SERVICES OFFICER

$58,635.20-$79,747.20 annual salary (DOE)
Plus a comprehensive benefits package

Announcement: **August 22, 2022**

Filing Deadline: **Open Until Filled**

Interested applicants should apply online at http://www.washoecourts.com.

THE DISTRICT COURT

The Second Judicial District Court covers all communities within Washoe County and is part of the judicial branch of government. The District Court occupies two courthouses located in downtown Reno. The General Jurisdiction's historic courthouse proudly displays a copper dome lined with magnificent stained glass. The Family Division is located in a multi-court complex. Its footprint lines the banks of the Truckee River.

The Second Judicial District Court is a collaborative partner within Washoe County. Community outreach initiatives and public access to justice are on the forefront of the Court's mission. The District Court team is dynamic, boasts a wide range of expertise, and appreciates diversity.

Washoe County is a vibrant community. With world renowned Lake Tahoe nearby, residents enjoy its beauty all year long. The City of Reno offers all the benefits of a city while maintaining its small-town atmosphere. Washoe County is truly a great place to live.

Learn more about how you can join our team!

How to Apply

A complete application packet will consist of the following:

- District Court Application HERE
- Cover Letter
- Resume
- 3 Professional References
- Education Verification

We do not accept resumes in lieu of the District Court Application

Direct application packet to:

775-325-6601 (fax)
HR@washoecourts.us

The Second Judicial District Court is an Equal Employment Opportunity Employer

POSTION DESCRIPTION

Under supervision of District Court Administration and the Pretrial Services Manager, Pretrial Services personnel perform a variety of duties involved in pretrial activities including investigation and case management and providing information and recommendations regarding defendants to judges and other Court personnel. This position may include shift work and include nights, weekends and holidays.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Interview incarcerated defendants; receive and evaluate written requests from defendants; gather pertinent information and evaluate eligibility for Public Defender and/or OR release; provide unbiased reports to the presiding judicial authority, conduct interviews with law enforcement personnel, outside agencies, employers, family members, and friends regarding defendants; perform background criminal history checks; establish and assign conditions of release.

Conduct investigations including collecting, compiling, verifying, and evaluating information regarding defendants; assess the level of supervision required for defendants; provide on-going case information to judges and to other Court personnel, recommend release conditions or impose Court ordered conditions; notify the Courts of defendants who fail to comply with release conditions and, in some cases, recommend revocation of the release.

Complete a thorough criminal history audit and the Nevada Pretrial Risk Assessment.

Serve as a source of information regarding various Court policies, procedures, objectives, and operational functions in the assigned area; respond to inquiries in person and by telephone; provide information utilizing judgment, knowledge, and interpretation; resolve complaints; refer callers to appropriate source as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Ability to:

- Work remotely via an internet network connection provided by the employee. This connection should be a minimum of 50mb download speeds. Higher connection speed may be required if sharing this connection with other members in an employee's household.
- Understand the operations, services, and activities of the Pretrial Services Department.
- Use various computer systems and applications used in pretrial service activities
- Effectively conduct interviews with defendants, court personnel, and the public.
- Interact effectively and sensitively with individuals from diverse backgrounds.
- Collect, compile, and analyze information and data.
- Prepare and maintain accurate and complete records and documents.
- Plan and organize work to meet schedules and deadlines.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Maintain effective working relationships with those contacted in the course of work.

Knowledge of:

- Virtual meeting platforms such as Zoom.
- Basic concepts and principles of pretrial services.
- Effective case management practices.
- Principles and practices used in effectively dealing with the public and stakeholders.
- Modern office practices, methods, and computer equipment/software.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Legal procedures, documents, and terminology related to court cases.

MINIMUM QUALIFICATIONS

Education

Bachelor's Degree from a four year college or university with major coursework in criminal justice, law enforcement, social work, psychology, or a related field.

Experience

Two years' experience involving public contact including law enforcement, pretrial services, probation, social work, or a related field.

Special Requirements

Ability to work in a detention facility environment. Must pass the background investigation conducted by the Washoe County Sheriff's Department.

Preferred

Two years' experience in law enforcement, criminal justice, pretrial service or probation activities.

Bilingual – Spanish