PRETRIAL SERVICES OFFICER

SALARY: $20.00 hourly $41,600.00 Annually
CLOSING DATE: Open until filled
LOCATION: Pretrial Services Intake at jail

PURPOSE OF THE POSITION:
Applicants fluent in Spanish (in addition to English) may be given a preference. Spanish proficiency test will be administered to those that claim the skill. This may be a grant funded position.

Incumbents develop and implement individualized pretrial release plans and ensure defendant’s compliance with conditions of release or conducts investigations on in-custody defendants and prepares written reports addressing their conditions of release or assigned to specialized projects.

Pretrial Hours

Shift hours (10 hours):
5:00am to 3:00pm
3:00pm to 1:00am
6:00pm to 4:00am
7:00pm to 5:00am

Schedules:
M-W, Rotating Saturday and Sundays (every other weekend off)
Or W-F, Rotating Saturday and Sundays (every other weekend off)

ESSENTIAL FUNCTIONS:

• Conducts in-depth interviews of defendants and related parties to gather and verify information.
• Conducts detailed investigations of in-custody defendant’s background to assess risk and determine eligibility for pretrial release. May recommend special conditions of release.
• Reviews pending charges and case information to evaluate criminal and social history identifying emotional, economic, psychiatric and behavioral problems.
• Develops and implements individualized pretrial release plans as an alternative to incarceration for eligible defendants.
• Prepares, presents, and justifies to the court written and oral recommendations concerning proposed pretrial release plans.
• Supervises a caseload of adult defendants released to the custody of Pretrial Services.
• Maintains detailed and current case histories and other manual and automated records as necessary for ongoing casework.
• Conducts needs assessments for assigned defendants, refers and makes appointments for them to appropriate community agencies for assistance and performs follow-up contacts as necessary to monitor service delivery.
• Conducts field visits and maintains verbal, written and face-to-face contact with defendants to ensure compliance with conditions of release.
• Makes recommendations regarding revocation of pretrial release when a defendant fails to observe the conditions of release.
• Assists defendants regarding resolution of personal problems such as job development, crisis intervention, family matters, and serves as liaison between defendants, the judiciary, social service agencies, and family members concerning the status of the case and pending court appearances.
• Monitors the collection of urine specimens and conducts breath analysis as ordered by the court and maintain