



PRINCE GEORGE COUNTY, VIRGINIA

July 2019

PRETRIAL OFFICER

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible professional work providing supervision to misdemeanor and felony cases by coordinating community resources to relieve jail overcrowding; performs related tasks as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervises defendants placed on bond; monitors defendant's progress; prepares and maintains files and records; prepares reports.

Conducts criminal background history using VCIN/NCIC/DMV; Completes intake/needs assessment to determine risk level and need for services to ensure public safety;

Develops Conditions of Release based on bond conditions and addresses need for services to ensure public safety;

Refers defendants to appropriate community resources such as counseling/treatment, educational and employment services;

Provides supervision to defendants by making required contacts such as face to face visits, phone contacts, performing drug tests, or monitoring counseling attendance; utilizes electronic monitoring equipment, when applicable;

Conducts urinalysis to monitor defendant drug use; monitors any other conditions of bond and documents compliance with all other aspects of the defendants' contracts;

Maintains defendant case files and prepares monthly reports for other pretrial services programs regarding defendant progress; enters data into the DCJS database;

Conducts on-going review of defendant's progress to determine treatment or contract revisions; submits progress reports to courts when needed regarding defendant progress; reports violations of supervision to the courts;

Acts as the program's liaison to the court; provides court testimony and makes appropriate recommendations to the court regarding defendants;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of social service programs and other community resources; general knowledge of the Department of Criminal Justice Services, Code of Virginia Laws and Ordinances, District and Circuit Courts, and County policies and procedures; general knowledge of factors related to crime and delinquency; ability to communicate ideas effectively both orally and in writing; ability to make decisions and interpretations in accordance with established rules, policies, and procedures; ability to establish and maintain effective working relationships with defendants, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in criminal justice, sociology, psychology or related field and experience in the criminal justice system.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Completion of DCJS Basic Skills.
Possession of VCIN certification within 6 months from date of hire.