



CLASS SPECIFICATION FOR:
Pretrial Services Officer

General Statement of Duties:

Performs pretrial services including investigations, intakes, supervision and case management duties in the Community Corrections Program in accordance with current legal and evidence based practices; does related work as required.

Distinguishing Features of Class:

An employee in this class investigates detained defendants and makes bond recommendations to the Court. The incumbent also supervises a caseload of adult defendants awaiting trial utilizing effective communication skills and assessments in accordance with current legal and evidence based practices. An employee operates within best practices for Community Corrections and in accordance with all current applicable Program and DCJS standards. General supervision and guidance are received from the Pretrial Services Supervisor.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Supervises a caseload of adult defendants;
- Conducts interviews, investigations and risk assessments on jailed defendants to determine suitability for release on bond;
- Monitors defendants' progress and compliance with bond conditions;
- Refers clients to, and consults with treatment providers;
- Directly observes and tests clients for alcohol and illegal substances;
- Performs crisis intervention as necessary;
- Establishes and maintains required documentation on each client in current designated databases and files corresponding paperwork in hardcopy files;
- Corresponds with and testifies in court regarding bond recommendations and defendants' status;
- Supervises assigned student interns/volunteers;
- Regular and reliable work attendance;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Good current knowledge of the criminal justice system; human behavior and interventions; case management; substance abuse; domestic and sexual violence; community resources; and best practices in community corrections; good verbal and written communication skills; good interpersonal skills with the ability to effectively supervise a caseload of adult defendants; good interviewing skills including effective communication/motivational interviewing skills; good problem solving skills and judgment with the ability to make and implement appropriate decisions; basic computer skills with the ability to use various office software as well as specialized software; excellent time management skills; well organized with attention to detail; ability to appropriately prioritize tasks; demonstrates personal accountability including holding clients accountable; excellent ability to work well in a team environment; and ability to establish and maintain positive relationships with stakeholders, customers and colleagues.

Minimum Education and Experience:

Education: Four (4) year degree in social work or criminal justice field or other relevant human services field;

Experience: One (1) year of related work experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Ability to work a flexible work schedule to meet department needs is required.
- Spanish language skills desired.

G.B.R.0082

Career Code:

Date of last Revision: 03-Oct-2012

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.