



JOB DESCRIPTION

JOB TITLE:	Pretrial Services Officer	FLSA:	Exempt
DEPARTMENT:	Justice Court	GRADE:	P1
REPORTS TO:	Judge	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for performing investigative and procedural duties related to supervision of a criminal defendant pending adjudication of his/her case.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Reviews probable cause arrest data with offender criminal history to determine whether the defendant poses a threat to themselves or others pending adjudication of his/her case and if released on personal recognizance, are likely to appear for their appointed court date; interview the defendant to evaluate eligibility for release on personal recognizance, consults with law enforcement and court officials, and questions family or friends regarding the defendant.
- Verifies background information including, but not limited to: residence, employment, and criminal history.
- Review flight risk probability by investigating defendant's ties to the community and relationships with others outside the jurisdiction.
- Briefs Judge(s) and provide recommendations on potential for release of offender from custody; provides risk assessment to aid in bond decision making process
- Supervises released offenders in accordance with the conditions set forth by the Court; documents each defendant's progress or lack thereof in completing program requirements and follows established local procedures for dealing with noncompliance violations and serious incidents.
- Responsible for overall case management of assigned defendants in compliance with all established local and state policies and procedures.
- Prepares written progress reports and assessments of defendants as required.
- Ensures compliance with applicable state and federal requirements for privacy, confidentiality, security, collection, storage and dissemination of criminal history, correctional status, substance abuse and medical history information.
- Maintains both paper and computer case files and record keeping systems in accordance with Court requirements procedures.
Perform office support duties as assigned including preparing a variety of documents, forms and reports including Own Recognizance release documents and/or Report of Violation
- Prepares court reports and testifies in court proceedings regarding the status of defendants.



PRETRIAL SERVICES OFFICER

ESSENTIAL FUNCTIONS: (continued)

- Refers defendants to appropriate agencies for services as needed and monitors participation in same.
- Conducts substance abuse tests, screenings, and assessments on defendants as needed.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in criminal justice or a related field; AND two (2) years of court services or law enforcement experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Judicial procedure and rules of evidence.
- Applicable laws, codes and regulations.
- Computer applications, particularly as related to the performance of legal research.
- Correct business English, including spelling, grammar and punctuation.
- Principles, methods, materials and practices of legal research.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- National Association of Pretrial Services Agencies (NAPSA) Standards on Pretrial Release
- American Bar Association Pretrial Release Standards



PRETRIAL SERVICES OFFICER

Skill in:

- Researching, interpreting, applying, and explaining applicable laws, codes, regulations and court decisions.
- Using initiative and independent judgment within established procedural guidelines.
- Maintaining accurate records of work performed.
- Compiling and summarizing information and preparing periodic or special reports related to the work of the court.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Interpreting, applying and explaining complex laws, codes, regulations and procedures.
- Using tact, discretion and prudence in dealing with court officials, witnesses, members of the legal community and the general public.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.