



## PRINCE GEORGE COUNTY, VIRGINIA

December 2007

### SENIOR PRETRIAL OFFICER

*FLSA Status: Exempt*

#### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible professional work in the day to day supervision and operation of pretrial services; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

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:

##### **Supervising and participating in intake interviews.**

Conducts criminal and personal background investigations to ensure program suitability;

Develops Conditions of Release after the completion of an intake and appropriate needs assessment to determine need for services and 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;

Conducts urinalysis to monitor defendant drug use; monitors payment of court cost and restitution, 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;

Conducts on going review of defendant's progress to determine treatment or contract revisions; submits progress reports to director and courts when needed regarding defendant progress and case loads; 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;

Completes comprehensive background investigations on detained defendants; evaluates information and provides risk assessment to the court prior to initial court appearance when needed; provides recommendations regarding pretrial release and release conditions when appropriate;

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 clients, 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 work in sociology, psychology or related field and some experience in the criminal justice system.

#### SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of or ability to obtain VCIN certification.