



JOB DESCRIPTION

JOB TITLE:	Pretrial Services Officer	FLSA:	Non-Exempt
DEPARTMENT:	Justice Court	GRADE:	T2
REPORTS TO:	Justice of the Peace	DATE:	08/15/2019

SUMMARY OF JOB PURPOSE:

Assists the court with pretrial release determinations by collecting, maintaining, and reporting information in accordance with prescribed procedures; assists the court in ensuring defendants' compliance with all conditions of pretrial release.

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.

- Acquires and maintains criminal history information and other information relating to defendants' pretrial flight risk and/or danger to the community; verifies the accuracy of such information, including without limitation the defendant's residence and employment history.
- Prepares reports concerning defendants' pretrial flight risk and/or danger to the community; makes recommendations to the court concerning pretrial release and any conditions attendant thereto; testifies in connection with pretrial release determinations as necessary.
- Ensures that defendants released by the court pending adjudication of their charges timely execute pretrial supervision contracts and any other required documents; ensures that all documentation generated, acquired, or compiled in connection with the pretrial services program is maintained in accordance with prescribed procedures.
- Monitors, tracks, and assists the court with ensuring defendants' compliance with all conditions of pretrial release which may include, without limitation, drug/alcohol testing, remaining within a designated geographic area, and refraining from contact with an alleged victim; timely reports defendants' non-compliance with such conditions to the court.
- Administers drug and alcohol testing insofar as such testing is a condition of pretrial release; maintains inventory of appropriate testing equipment and ensures the testing accords with the court's order and applicable law.
- Administers geo-locating software and hardware insofar as the use of such items is necessary to track defendants' compliance with conditions of pretrial release; maintains inventory of appropriate equipment and ensures monitoring accords with the court's order and applicable law.
- Responsible for overall case management of defendants in the pretrial services program; administers the case management software and ensures information in it is accurate and up to date; prepares periodic reports with case statistics and other information for the courts.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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ESSENTIAL FUNCTIONS (continued):

- Maintains strict confidentiality in accordance with established procedures; follows all applicable laws, regulations, and/or contractual requirements concerning the acquisition and dissemination of criminal history information.
- Enters invoices for pre-trial services expenditures; maintains fee schedules and ledgers relating to fees collected from defendants; instructs defendants regarding the submission of fees and/or applications for fee exemption due to hardship; performs general office support duties.
- Refers defendants to appropriate agencies for assistance/services as needed, and monitors the defendant's participation in same.
- 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 social work, criminal justice, psychology, or a related field; AND two (2) years of experience in court services, law enforcement, social services, counseling, case management, or a related field; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Basic criminal procedure and court operations.
- Case management principles.
- Pretrial release concepts and methods, including those espoused or referenced in the orders of the Nevada Supreme Court.
- Geolocation equipment and related software applications.
- Drug and alcohol testing rules, practices, and procedures.
- Basic mathematics, including simple statistical analysis.
- Communicating effectively in oral and written forms; correct business English, including spelling, grammar and punctuation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone; de-escalation principles and methods.
- Criminal history acquisition and dissemination rules and practices



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Skill in:

- Using initiative and independent judgment within established procedural guidelines.
- Communicating effectively with all stakeholders, including Judges, court staff, and defendants.
- Compiling and summarizing information and preparing routine or special reports to the court.
- Operating court software applications, including without limitation case management applications and geo-location applications.
- Conducting drug and alcohol tests.
- Maintaining accurate and up-to-date records.
- Organizing own work, setting priorities and meeting critical deadlines; working independently without direct supervision.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Performing basic tasks relating to purchasing, inventory, ledgering, and safekeeping of funds.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Upon hire and throughout employment thereafter:

- Must possess valid Nevada Driver's License.

Within two months of hire and throughout employment thereafter:

- NCIC/NCJIS clearance.

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.