



NEW RIVER COMMUNITY CORRECTIONS & PRETRIAL SERVICES

*Serving the 27<sup>th</sup> Judicial Circuit & District*

58 N. Washington Avenue – 2<sup>nd</sup> Floor

Pulaski, Virginia 24301

Phone: (540) 994-5061 – Fax: (540) 994-5050

Toll Free: 866-280-0792

**PRETRIAL OFFICER**

New River Community Corrections & Pretrial Services  
Pulaski County

**Department:** New River Community Corrections & Pretrial Services

**Reports to:** Director of NRCC&PS

**Supervision Exercised:** None

**Supervision Received:** Work is performed under regular supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non-Exempt, Full-Time

**Work Hours** – Monday thru Friday, 8:00 a.m. until 5:00 p.m. Some overtime and evening work required.

**ESSENTIAL FUNCTIONS:** Provides supervision to defendants released on bond while awaiting trial. This position may, if the need arises, include screening and interviewing defendants held in jail following arrest and preparing risk assessments and release recommendations to assist the judiciary with bond decisions. This position may also require the flexibility and aptitude to perform essential Probation Officer duties as needed.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must have a valid driver's license and successfully pass a drug test and background check. Employee must pass VCIN certification training and BASIC SKILLS within specified time frame. Must successfully complete training in and demonstrate competency in Effective

Communication/Motivational Interviewing Skills, conducting risk assessments and other evidence based practices curriculums.

## **RESPONSIBILITIES:**

**While performing the duties of this job, the employee is exposed to high stress situations, including antagonistic interactions with offenders and their families.**

- Responsible for overall case management of assigned defendants in compliance with all established local and state policies and procedures
- Conducts intake interviews and record checks on all defendants placed on pretrial
- Opens cases, conducts risk assessments, develops case plans and implements and monitors court ordered program components for misdemeanor and felony defendants
- Provides and documents pretrial supervision as defined by DCJS standards, guidelines and local operating procedures to all assigned defendant
- 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
- Verifies background information provided by the defendant, including residence, employment, and criminal histories
- Prepares written progress reports and assessments of defendants as required
- Complies when 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 according to DCJS requirements and local procedures
- Prepares court reports and testifies in court proceedings regarding the status of defendants
- 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
- Adapts, modifies, practices and changes behaviors in order to incorporate EBP and best practices as they are implemented within the agency
- Conducts residential visits to defendant's homes when ordered by the court

If the need arises, will assume the duties of a Pretrial Investigator which include:

- Complete investigations of incarcerated offenders in local and regional jails to provide background information for the judiciary to make informed decisions regarding bond status. The pretrial officer

will also complete computerized risk assessments to aid in the bond decision making process and provide those risk assessments to the judiciary for decisions regarding bond.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to add, subtract, multiply, and divide in all units of measure
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to use solid interpersonal skills, including conflict resolution skills, for work with citizens, court officers, community professionals, and other employees
- Ability to read and analyze court orders
- Ability to write and speak effectively
- Ability to communicate ideas clearly and concisely, orally and in writing

**ADA REQUIREMENTS:** Language Skills - ability to read, analyze and interpret documents such as procedure manuals and court orders. The ability to write comprehensive reports and correspondence. Ability to speak effectively before groups of employees and organizations. Must possess superior grammar, diction and language skills in both written and verbal form. While performing the duties of this job, the employee is regularly required to talk and to hear. The employee frequently is required to reach with hands and arms. The employee is regularly required to sit and use hands and fingers to operate a computer keyboard, mouse and telephone keyboard. The employee is required to stand and walk. May be required to lift up to 25 lbs.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in criminal justice, psychology, or a related field is required
- Experience in case management, counseling, or in a criminal justice agency required
- Experience in grant writing, grant management, accounting, finance, and supervisory experience is preferred
- Must possess excellent public speaking skills, presentation skills, computer skills and excellent oral / written communication skills

#### **TRAINING AND JOB DEVELOPMENT:**

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all New River Community Corrections & Pretrial Services policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_