

## Pretrial and Probation Officer I/II

Colonial Community Corrections seeks an individual to perform responsible work providing effective supervision for assigned clients. There are two levels of Pretrial/Probation Officer distinguished by the level of work performed and the qualifications of the employee. Position is eligible for [Full-Time County Benefits](#)

I: \$38,146 / year or higher DOQ

II: \$41,018 / year or higher DOQ

### Responsibilities:

- Probation:
  - Supervise offenders using Evidence Based Practices, supervision guidelines, and standards as set by agency policy and the Department of Criminal Justice Services; assess offender risk/needs and makes appropriate referrals for services; and, develop case plans on medium and high risk cases.
  - Prepare offender progress reports for the Courts and provide testimony regarding offender's supervision as required.
  - Assign community service placement for client; monitor performance; monitor and schedule payment of costs, fines, and restitution; conduct criminal history checks; perform onsite tests to detect presence of illicit drugs and/or alcohol.
- Pretrial:
  - Supervise defendants placed on pretrial supervision by the Courts or Magistrates in accordance with the conditions and terms of their bail and in accordance with agency policy
  - Conduct investigations of potential pretrial defendants by gathering background information regarding criminal history and other social history information; assess risk/needs of defendant through the use of the VA Pretrial Risk Assessment Instrument; notify supervised clients of court dates and assist them in attending court when necessary; inform the court promptly of compliance or noncompliance that may warrant modification of release conditions and of any arrest of a supervised client pending trial; recommends modification of release conditions to the Commonwealth Attorney and the referring Court.
  - Prepare oral and written client progress reports and/or testimonies for the Agency Director and staff, the Department of Criminal Justice, and the Court system, as necessary.
  - Document supervision contacts; ensure objectives/conditions are conveyed to and understood by client; monitor and document progress of client toward set objectives/conditions; performs on-site drug and/or alcohol tests.
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### Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in criminal justice, human services, or related field; and, some experience in adult probation, criminal justice, or a related field.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Some knowledge of the Criminal Justice System; knowledge of interviewing and assessing client behavior.
- Skill in use of computer software, especially Microsoft Office Suite
- Ability to display a professional demeanor that is conducive to motivating defendant change; ability to adapt, modify, or change in accordance with best practices as they are implemented within the agency;

plan and organize work; communicate effectively both orally and in writing; establish and maintain effective working relationships with court personnel, such as judges, lawyers, commonwealth attorneys, sheriffs, police, and other criminal justice employees.

**Accepting applications until position is filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**