

# Pretrial and Probation Officer I/II

## Salary DOQ + **Full-Time County Benefits**

James City County Colonial Community Corrections is seeking an individual to perform responsible work providing effective supervision for assigned clients who are diverted to Colonial Community Corrections (CCC).

There are two levels of Probation/Pretrial Officer distinguished by the level of work performed and the qualifications of the employee.

Pretrial and Probation Officer I: \$38,146 / year or higher DOQ

Pretrial and Probation Officer 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 make appropriate referrals for services; develop case plans on medium and high-risk cases; 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 use of the Virginia Pretrial Risk Assessment Instrument; notify supervised clients of court dates and assists 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; recommend modification of release conditions to the Commonwealth Attorney and the referring Court.
- Prepare progress reports for the Courts and provide testimony 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; perform on-site drug and/or alcohol tests.

### Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in criminal justice, human services or related field; some experience in adult probation, criminal justice or related field.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of the Criminal Justice System; and, some 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 offender change; ability to adapt, modify and 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 11:59pm EST on 04/26/2019. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**