



GLOUCESTER COUNTY
invites applications for the position of:

Pretrial Officer

SALARY: \$41,208 +/- DOQ

OPENING DATE: 08/30/2019

CLOSING DATE: 09/15/2019

DESCRIPTION:

This position is scheduled to work Monday - Friday, 5:00 a.m. - 1:00 p.m.

Our Pretrial Officer performs professional work screening individuals booked into the Middle Peninsula Regional Security Center (MPRSC) and Gloucester County Jail awaiting trial and makes recommendations to the court, identifying defendants who are pretrial detainees and cannot make bond. Employee must exercise considerable tact, courtesy and discretion in frequent contact with program clients, criminal justice agencies and the general public. This position is grant funded. In the event that grant funding is not sufficient to cover costs associated with this position, this position may be modified to conform to available grant funding or otherwise eliminated. Reports to the Probation and Pretrial Director.

Examples of Duties

1. Supervises defendants awaiting trial; conducts interviews and investigations of defendants to obtain background information regarding criminal history, social history, drug abuse, etc.
2. Makes recommendations of defendants to courts, Commonwealth's Attorney, and community agencies.
3. Serves as court liaison for arraignment docket.
4. Maintains accurate and up-to-date case files on the Pretrial and Community Correction (PTCC) Case Management System.
5. Facilitates and monitors substance abuse screening and drug testing.
6. Provides Court with written investigation reports and in court testimony of defendant.
7. Encourages defendants to appear for court dates.
8. Attends court hearings of designated cases; manages cases.
9. Performs Probation Officer job functions as needed.
10. Prepares reports and makes presentations as needed.
11. Performs other duties as assigned.

QUALIFICATIONS:

- Possession of a Bachelor's degree in criminal justice, human services, or closely related field.
- Minimum of two (2) years of related work experience.
- Any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license; possess and maintain a driving record that meets established [Gloucester County Driving Standards](#).



GLOUCESTER COUNTY

invites applications for the position of:

- Certification as a Virginia Criminal Information Network (VCIN) certified terminal operator or obtain certification within six months of employment.
- Successful completion of Pretrial Officer Training within six (6) months of employment.

To be considered for this position, your online application must include your cover letter, resume and professional references. A minimum of 3 professional references **MUST** be listed on the application. **(Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity AND are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)**

Click the link for a complete job description [Pretrial Officer](#)
To apply on-line, visit our website at: www.gloucesterva.jobs

Gloucester County is an Equal Opportunity Employer

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County [Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.](#))