



**GLOUCESTER COUNTY**  
invites applications for the position of:

## **Pretrial Officer**

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**SALARY:** \$46,037 +/- DOQ

**OPENING DATE:** 3/16/2023

**CLOSING DATE:** Open Until Filled

**Description:**

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.

**Required Knowledge, Skills, and Abilities:**

Broad knowledge of the criminal justice system, community corrections, local systems and judicial procedures.

Broad knowledge of interviewing practices, to include motivational interviewing, and assessing offender behavior.

Ability to communicate effectively in a variety of technical or professional languages including legal and governmental terminology.

**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.

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 three (3) professional references.

For a complete job description and to apply online, visit our website at: [www.gloucesterva.info](http://www.gloucesterva.info).

*Gloucester County is an Equal Opportunity Employer*