

Probation Officer I/II

\$45,704 – 48,903 / year or higher DOQ + [Full-Time County Benefits](#).

James City County's Colonial Community Corrections Agency seeks 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.

Probation Officer I: \$45,704 / year or higher DOQ
Probation Officer II: \$48,903 / year or higher DOQ

Responsibilities:

- [Probation] Supervises offenders using Evidence Based Practices, supervision guidelines and standards as set by agency policy and the Department of Criminal Justice Services; assesses offender risk/needs and makes appropriate referrals for services; develops case plans on medium and high-risk cases; assigns community service placement for client; monitors performance; monitors and schedules payment of costs, fines and restitution; conducts criminal history checks; performs onsite tests to detect presence of illicit drugs and/or alcohol.
- [Pretrial] Supervises 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; conducts investigations of potential pretrial defendants by gathering background information regarding criminal history and other social history information; assesses risk/needs of Defendant through use of the Virginia Pretrial Risk Assessment Instrument; notifies supervised clients of court dates and assists them in attending court when necessary; informs 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.
- Prepares 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.
- Documents supervision contacts; ensures objectives/conditions are conveyed to and understood by client; monitors and documents progress of client toward set objectives/conditions; performs on-site drug and/or alcohol tests.

Requirements:

- 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.

[Click here](#) for full job description. Accepting applications until 11:59pm EST on 10/20/23. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

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