



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Pretrial Officer	DEPARTMENT: Blue Ridge Court Services
IMMEDIATE SUPERVISOR: Pretrial Manager	GRADE/RANK: 13 FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

The pretrial officer reports directly to the Pretrial Manager of Blue Ridge Court Services and provides pretrial services to the Courts of Staunton, Waynesboro, Lexington, Buena Vista, Rockbridge, Augusta and Highland. The pretrial officer has two primary responsibilities: 1) to screen and interview detained pretrial defendants and prepare pretrial investigation reports for the local courts and 2) to supervise those defendants released by the local magistrates and courts on community supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Interviews pretrial defendants at the local jail or upon referral, and perform all intake procedures on offenders referred to local probation supervision;
- Assesses defendant's risks, and makes appropriate referrals and recommendations for treatment and rehabilitative services;
- Meets with pretrial clients in the office and in the community as required by standard operating procedures;
- Monitors and documents pretrial client compliance with the behavioral contract;
- Maintains client files in compliance with the Department of Criminal Justice Services minimum standards;

- Participates in conferences with counselors, pretrial officers, program directors, and others as necessary to ensure implementation of the behavioral contract;
- Evaluates the pretrial client's progress on a follow-up basis;
- Participates in staff meetings, staff training, and development programs as assigned;
- Collects, tabulates, and reports monthly statistics as required by the Department of Criminal Justice Services;
- Is responsible for maintaining of defendant files and computer database management system for the probation program, in collaboration with the Pretrial Manager;
- Adapts, modifies, and changes in accordance with "best practices" as they are implemented with Blue Ridge Court Services;
- Treats all people with respect, and displays a professional demeanor that is conducive to motivating the offenders to change;
- Shares responsibility with all staff for the successful operation of Blue Ridge Court Services;
- Represents Blue Ridge Court Services positively in public at all times and;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Possesses specific knowledge of community corrections and evidence-based practices and a general knowledge of the criminal justice system, pretrial, probation law enforcement, etc. Also possesses a general knowledge of human behavior, social science and rehabilitative techniques and objectives. Has the ability to establish and maintain positive working relationships with the courts, legal, law enforcement, clients, victims, families, and the general public. Is able to establish and maintain positive and collaborative working relationships with coworkers, administrative and management staff. Can communicate effectively both orally in writing. Possesses the ability to learn and apply new techniques and skills as trained as well as the ability to utilize a computer, email, word processing, and database management systems.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of experience equivalent to graduation from an accredited four-year college or university with major course work in criminal justice, sociology, psychology, social work, counseling or a related field. Demonstrated knowledge base of community corrections. Must have a minimum one year of experience in community corrections and or pretrial services. Demonstrates a willingness and ability to accept more responsibility and duties. Ability to share some responsibility for departmental goals and duties with the Assistant Director and the Director.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license. Possession of or ability to acquire VCIN/NCIC certification. Possess means of transportation to meet the necessary job requirements. Must

meet and maintain minimum qualifications for the position established by BRCS and the Commonwealth of Virginia.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

Work involves risk to personal safety due to close contact with the offender population in a community corrections setting. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. This is primarily sedentary work requiring the ability to type and operate a computer. Vocal communication and the ability to convey information and or detailed instructions accurately, loudly, and quickly is required. Hearing is required to perceive information at normal spoken word level. Visual acuity is necessary to analyze written or computer data and to observe general surroundings.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Not applicable.

EXAMPLES OF EXPECTED DECISION MAKING:

Not applicable.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Pretrial Officer will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Blue Ridge Court Services and Chief Human Resources Officer

Revised Date: 2019