



THURSTON COUNTY
invites applications for the position of:

Pretrial Services Officer II

SALARY: \$4,897.00 - \$6,513.00 Monthly

OPENING DATE: 01/24/18

CLOSING DATE: 02/19/18 05:00 PM

SUMMARY OF DUTIES:

The Pretrial Services department is seeking a professional, reliable and hard-working candidate for the position of **Pretrial Services Officer II**.

This position performs professional work in interviewing defendants, writing reports and making pre-trial release recommendations to the judiciary, as well as overseeing the work of Pretrial Services Program Specialist I, when required. More specific responsibilities may include, but would not be limited to the following:

- Verifies that court orders have been followed, including proper documentation of compliance and recommended actions for violations. Prepares reports and makes recommendations to the court.
- Responsible for the ACCESS terminal training certification process and maintenance of FBI/NCIC documentation and audit policy. Provides criminal history information to approved agencies.
- Oversees files for accuracy and ensures that needed documentation such as, violations and compliance reports are filed in a timely manner.
- Interviews defendants, completes record checks and verifies information in order to complete screening forms recommend conditions of release for preliminary hearings.
- Completes risk assessments in preparation of making recommendation regarding conditions of release.
- Submits written reports to the Court and counsel and/or testifies in court on a defendant's compliance, current status, or release criteria and makes recommendations for the form of release.
- Serves as a liaison with court administrative and operations staff, probation officers, and other governmental agencies to plan, coordinate, and implement program objectives, policies, and procedures and acts as the liaison for the Pretrial Services Department.

QUALIFICATIONS:

- Bachelor's degree in behavioral or social sciences, corrections, law enforcement, or public administration.
- Must have completed a minimum of 12 hours course work in substance use, mental health.
- Five years of experience in the criminal justice or social services field in interviewing, counseling or supervision of offenders.
- Must be able to pass background clearance to for access to enter corrections facility and run criminal history.

DESIRED SKILLS:

While not required, the ideal candidate will possess the following knowledge and abilities:

- Knowledge of the criminal justice system.
- Knowledge of legal and evidence-based pretrial service practices.
- Knowledge of casework duties including investigation and supervision of justice-involved individuals.
- Knowledge of objectives, goals, and detailed processes of the pre-trial release function and its interrelationship with the other parts of the court system, criminal justice system, and outside agencies.
- Ability to establish priorities and work independently.

OTHER POSITION RELATED INFORMATION:

Questions about this Position?

The contact person for this recruitment is **Marianne Clear, Pretrial Services Director, (360) 867-2999**

This position is:

- NOT Represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Letter of Interest
- Resume

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/thurstonwa>

Position #37R00174
PRETRIAL SERVICES OFFICER II
MC

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