



**NEW RIVER COMMUNITY CORRECTIONS & PRETRIAL SERVICES**

Serving the 27th Judicial Circuit & District

58 N. Washington Avenue – 2nd Floor

Pulaski, Virginia 24301

Phone: (540) 994-5061 – Fax: (540) 994-5050

Toll Free: 866-280-0792

**PRETRIAL OFFICER**

New River Community Corrections & Pretrial Services  
Pulaski County

**Department:** New River Community Corrections & Pretrial Services

**Supervision Exercised:** None

**Supervision Received:** Director of NRCC&PS

Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non-Exempt, Full-Time

**REQUIRED TESTING/SCREENING AND CERTIFICATIONS:** Drug & Alcohol Testing, Fingerprinting, Background Screening, and a current Driver's License & Driving Record are required. Employee must pass VCIN certification training and BASIC SKILLS within specified time frame. Must successfully complete training in and demonstrate competency in Effective Communication/Motivational Interviewing Skills, conducting risk assessments and other evidence-based practices curriculums.

**Essential Employee:** No

**Work Hours:** Monday thru Friday, 8:00 a.m. until 5:00 p.m. Some overtime, early morning hours, or evening work required.

**Benefits Eligible:** Yes

**Leave Time Eligible:** Yes

**ESSENTIAL FUNCTIONS:** Provides supervision to defendants released on bail while awaiting trial. This position may include screening and interviewing defendants being held at the New River Valley Regional Jail following arrest, as well as preparing risk assessments and release recommendations to assist the judiciary with bail decisions. This position may also require the flexibility and aptitude to perform essential Probation Officer duties as needed. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**RESPONSIBILITIES:**

**While performing the duties of this job, the employee is exposed to high stress situations, including antagonistic interactions with offenders and their families.**

- Responsible for overall case management of assigned defendants in compliance with all established local and state policies and procedures
- Conducts intake interviews and record checks on all defendants placed on pretrial supervision
- Open cases, conduct risk assessments (VPRAI), and monitor court ordered conditions of bail
- Provides pretrial supervision as defined by DCJS standards, guidelines, and local operating procedures to all assigned clients
- Documents each client's progress, or lack thereof, in completing program requirements and follow established local procedures regarding non-compliance, violations, and serious incidents
- Verifies background information provided by the defendant, including resident, employment and criminal history
- Prepares written progress reports and assessments of clients, as required.
- Complies with applicable state and federal requirements for privacy, confidentiality, security, collection, storage, and dissemination of criminal history, correctional status, substance abuse, and medical history information.
- Maintains both paper and computer case files and record keeping systems according to DCJS requirements and local procedures
- Prepares reports for the Court and testifies in court proceedings regarding the status of clients
- Refers clients to appropriate agencies for services as needed and monitors participation in services
- Conducts substance abuse tests and screenings on defendants as needed.
- Adapts, modifies, practices, and changes in behaviors in order to incorporate EBP and best practices as implemented within the agency
- Conducts residential visits to clients' home with another officer when ordered by the Court
- If the need arises, will assume the duties of Pretrial investigator, which include completing investigations of incarcerated offender at the New River Valley Regional Jail to provide background information for the judiciary to make informed decision regarding the status of bond. The pretrial officer will also complete computerized risk assessments to aid in the bail decision-making

process and provide those risk assessments (VPRAI) to the judiciary for decision regarding bail

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must possess excellent computer skills and excellent verbal/written communication skills

**ADA REQUIREMENTS:** The position requires the skills and abilities necessary to understand, analyze, and interpret documents such as procedural manual and court orders and compose comprehensive reports and correspondence. Ability to communicate information and presentations effectively before groups of employees and organizations. Ability to converse with others, exchange information and ideas in work situations and detect and discern auditory information in the work environment. Ability to remain in a stationary resting position at a desk, stationary upright position, or traverse the work environment. Ability to extend one's position upward, downward, or outward to reach objects to achieve work objectives, and possess the manual dexterity required to operate computer, telephone, and office equipment. May be required to move up to 25 pounds.

**EDUCATION AND EXPERIENCE:**

- A Bachelor's degree in criminal justice, psychology, or related field is preferred.
- Experience in case management, counseling, or in a criminal justice agency is preferred, or a combination of education and experience may be considered.

**TRAINING AND JOB DEVELOPMENT:**

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors, employee transactions, activities, and system files
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date