



# SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY  
STATE OF NEVADA

## How to Apply

A complete application packet will consist of the following:

- District Court Application [HERE](#)
- Cover Letter
- Resume
- 3 Professional References
- Education Verification  
(proof of highest degree completed)  
Providing diploma or unofficial transcripts  
and common methods of verification.

*We do not accept resumes in lieu of the District Court Application*

Direct application packet to:

SJDC Human Resources  
775-328-3405 (phone)  
775-325-6601 (fax)  
HR@washocourts.us

## Mail

Second Judicial District Court  
75 Court Street  
Reno, Nevada 89501



*The Second Judicial District Court is an  
Equal Employment Opportunity  
Employer*

## Pretrial Services Officer II

**\$75,462.40 - \$98,113.60 annual salary**

**Plus a comprehensive benefits package**

**Announcement: Monday, April 15, 2024**

**Filing Deadline: Applications must be received no later than  
Wednesday, May 1, 2024, by 5:00 p.m. (PDT).  
Mailed applications must be postmarked by this date.**

Interested applicants should apply online at <http://www.washocourts.com>.

## THE DISTRICT COURT

The Second Judicial District Court covers all communities within Washoe County and is part of the judicial branch of government. The District Court occupies two courthouses located in downtown Reno. The General Jurisdiction's historic courthouse proudly displays a copper dome lined with magnificent stained glass. The Family Division is located in a multi-court complex. Its footprint lines the banks of the Truckee River.

The Second Judicial District Court is a collaborative partner within Washoe County. Community outreach initiatives and public access to justice are on the forefront of the Court's mission. The District Court team is dynamic, boasts a wide range of expertise, and appreciates diversity.

Washoe County is a vibrant community. With world renowned Lake Tahoe nearby, residents enjoy its beauty all year long. The City of Reno offers all the benefits of a city while maintaining its small-town atmosphere. Washoe County is truly a great place to live.

Learn more about how you can join our team!

## **POSTION DESCRIPTION**

Under supervision of District Court Administration and the Pretrial Services Manager, Pretrial Services personnel perform a variety of duties involved in pretrial activities including investigation and case management and providing information and recommendations regarding defendants to judges and other Court personnel. **This position is shift work to include nights, weekends and holidays.**

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Interview incarcerated defendants; receive and evaluate written requests from defendants; gather pertinent information and evaluate eligibility for Public Defender and/or OR release; provide unbiased reports to the presiding judicial authority, conduct interviews with law enforcement personnel, outside agencies, employers, family members, and friends regarding defendants; perform background criminal history checks; establish and assign conditions of release.

Conduct investigations including collecting, compiling, verifying, and evaluating information regarding defendants; assess the level of supervision required for defendants; provide on-going case information to judges and to other Court personnel, recommend release conditions or impose Court ordered conditions; notify the Courts of defendants who fail to comply with release conditions and, in some cases, recommend revocation of the release.

Complete a thorough criminal history audit and the Nevada Pretrial Risk Assessment.

Serve as a source of information regarding various Court policies, procedures, objectives, and operational functions in the assigned area; respond to inquiries in person and by telephone; provide information utilizing judgment, knowledge, and interpretation; resolve complaints; refer callers to appropriate source as necessary.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

*Ability to:*

- Work remotely via an internet network connection provided by the employee. This connection should be a minimum of 50mb download speeds. Higher connection speed may be required if sharing this connection with other members in an employee's household.
- Understand the operations, services, and activities of the Pretrial Services Department.
- Use various computer systems and applications used in pretrial service activities
- Effectively conduct interviews with defendants, court personnel, and the public.
- Collect, compile, and analyze information and data.
- Prepare and maintain accurate and complete records and documents.
- Plan and organize work to meet schedules and deadlines.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Maintain effective working relationships with those contacted in the course of work.

*Knowledge of:*

- Virtual meeting platforms such as Zoom.
- Basic concepts and principles of pretrial services.
- Effective case management practices.
- Principles and practices used in effectively dealing with the public and stakeholders.
- Modern office practices, methods, and computer equipment/software.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Legal procedures, documents, and terminology related to court cases.

*Skills to:*

- Interpret, explain, apply, and ensure compliance with the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Interact effectively and sensitively with individuals from diverse backgrounds.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Analyze information and process a variety of documents accurately.

**MINIMUM QUALIFICATIONS**

***Education***

Bachelor's Degree from a four year college or university with major coursework in criminal justice, law enforcement, psychology, or a related field.

***Experience***

Two years' experience involving public contact including law enforcement, pretrial services, probation, or a related field.

***Special Requirements***

Ability to work in a detention facility environment. Must pass the background investigation conducted by the Washoe County Sheriff's Department.

***Preferred***

Bilingual – Spanish