



# 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

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

Direct application packet to:

775-325-6601 (fax)  
[HR@washocourts.us](mailto:HR@washocourts.us)

**PRETRIAL SERVICES OFFICER**  
**Intermittent Position (on-call), no paid benefits**  
**\$22.03 per hour**

**Announcement: February 23, 2022**

**Filing Deadline: Open Until Filled**

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!



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

## **POSITION DESCRIPTION**

Under supervision of District Court Administration and the Pretrial Services Program Manager, Pretrial Services personnel perform a variety of duties involved in pretrial activities including investigation and case management; provide information and recommendation regarding defendants to judges and other Court personnel; supervise and monitor defendants released from custody to ensure compliance with Own Recognizance (OR) and/or Supervised Bail release conditions, Court dates and other related Court Orders.

This position is shift work and may 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; develop and maintain case files; attend Court hearings; provide on-going case information to judges and to other Court personnel, recommend release conditions or impose Court ordered conditions.

Perform preliminary drug and alcohol testing to confirm compliance of Court ordered release conditions; notify the Courts of defendants who fail to comply with release conditions and, in some cases, recommend revocation of the release.

Coordinate case management for assigned defendants including monitoring and tracking releases until sentencing including progress in a mental health and/or substance abuse treatment program; maintain regular contact with defendants in person and by telephone; supervise and monitor defendants released from custody to ensure compliance with release conditions, Court dates and other related Court orders.

Confer with attorneys, law enforcement personnel, treatment service providers and social services agencies regarding difficult cases; coordinates placement of defendants into substance abuse, mental health, domestic violence and related treatment programs as needed.

Serve as a resource and information source 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.

## **MINIMUM QUALIFICATIONS**

### ***Education***

High School diploma or equivalent.

### ***Special Requirements***

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

### ***Preferred***

Two years' experience in law enforcement, criminal justice, pretrial service or probation activities.

Bilingual – Spanish

