

SECOND JUDICIAL DISTRICT COURT
WASHOE COUNTY
STATE OF NEVADA

Pretrial Services Officer II

\$52,062.40 – 70,803.20 annual salary (DOE)
Plus a comprehensive benefits package

Announcement Date: November 8, 2018
Open until filled

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

A complete application packet will consist of the following items:

- ✓ Completed District Court Application – Can be found [HERE](#)
- ✓ 3 Professional References
- ✓ Cover Letter
- ✓ Resume
- ✓ Educational Verification

How to apply: Completed application packets should be delivered to:

Human Resources Department
Email: Brett.Gadwood@washoecourts.us
Phone: 775-328-3405
Hand delivery: 1 S. Sierra Street, North Tower, 3rd Floor, Family Division
Mail: 75 Court Street
Reno, NV 89501

The Second Judicial District Court is an Equal Employment Opportunity Employer

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

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

Experience

Two years' experience involving public contact including law enforcement, pretrial services, probation, social work, 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

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

Bilingual – Spanish