

**PRE-TRIAL SERVICES OFFICER**

**NATURE OF WORK**

Under general supervision, supervises adults placed on pre-trial services by the Judge of the Superior Court pending the disposition of their case.

**TYPICAL DUTIES**

Measures compliance levels of defendants placed on pre-trial services; performs urinalysis and breathalyzer tests, makes in home visitations, monitors weekly check ins and reports to the County Attorney, defense attorneys and Judge of the Superior Court; ensures compliance with curfews and non-contract orders with victims/co-defendants; ability to assist persons in finding adequate health or substance abuse counseling or rehabilitation services; employment assistance; conducts intake interviews and risk assessment needs with subjects; suggests release conditions and/or other options to the courts and attorneys; monitors defendants appearance in court and conducts outreach activities for defendants who have failed to appear for court.

**REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of the Adult Probation system and general case management strategies; ability to establish and maintain effective working relationships with judges, probation officers, general public and other agencies; ability to follow the policies and procedures of the Graham County Probation Department; ability to collect and analyze data; ability to communicate effectively, both orally and in writing; ability to develop problem solving strategies for dealing with persons going through the criminal justice system.

**MINIMUM QUALIFICATIONS**

High school diploma or G.E.D. and combination of work experience and/or training which demonstrates the ability to accomplish the duties of the position; possession of a valid Arizona driver's license with a history of safe driving and the ability to maintain safe driving record; must also pass a background investigation, which identifies no prior felony convictions. The ideal candidate will have prior experience in working with adults in a counseling, detention, or law enforcement setting which includes case management activities.

**Revised 06/2009**