



**Williamson County
Pretrial Officer**

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|---------------------|-----------------|---------------------|-------------------------|
| SALARY | \$23.62 Hourly | LOCATION | Georgetown: 405 MLK, TX |
| JOB TYPE | Full-Time | JOB NUMBER | 14.02662 |
| DEPARTMENT | Wilco Pre-Trial | OPENING DATE | 05/24/2024 |
| CLOSING DATE | Continuous | FLSA | Non-Exempt |

JOB SUMMARY

Reporting directly to a Pretrial Manager, responsible for interviewing and evaluating arrestees charged with criminal offenses, providing bail reports to judicial officers, and determining indigent status for court appointed attorneys. Provides post-release supervision and/or monitoring of defendants pursuant to court order and addresses alleged violations of terms and conditions of release.

May be assigned to either the Defendant Screening Unit or the Post Release Supervision Unit. Position is cross trained between units to provide coverage for essential duties 7 days per week.

EXAMPLES OF WORK PERFORMED

Defendant Screening Unit

- Conducts interviews and gathers financial information to determine indigence status for eligibility for court appointed counsel
- As designee of the Court, appoints counsel to eligible defendants based on local Texas Indigent Defense Commission (TIDC) plan and disseminates appointment orders to pertinent stakeholders
- Utilizes computer terminal connected to the Texas and National Crime Information Center to obtain criminal history information
- Serves as intermediary between judges and attorneys on questions concerning attorney appointments and bond compliance
- Informs and briefs law enforcement, jail personnel, family and friends of arrestees, lawyers and others regarding arrestee's bail and/or status related to requested court appointed counsel
- Appears in Court when required and serves as Pretrial Services' representative at magistration, District Court, and County Courts at Law
- Completes additional screenings on individuals not released on bail to facilitate re-consideration by judicial officers
- Responds to requests from court for in court drug screenings, obtains urine samples from defendants and reports results to judicial officers
- Conducts interview and risk assessment screening of individuals to assist court in determining requirements of bail
- Verifies the accuracy of gathered information through contact with references
- Prepares Bail Report containing the terms and conditions of release that are recommended to be applied to individual defendants, and presents Report to judicial officer for bail decision
- May provide testimony in Court
- Attends all meetings and trainings, as required
- Performs other job-related duties as assigned

Post Release Supervision Unit

- Provides post-release monitoring of defendant compliance with judicially ordered terms and conditions of release and takes appropriate action to facilitate compliance
- Monitors, tracks, and assists the court with ensuring defendants' compliance with all conditions of pretrial release which may include, without limitation, drug/alcohol testing, location monitoring, refraining from contact with an alleged victim and timely reports defendants' non-compliance with conditions to the court
- Executes pretrial contracts and other required documents
- Ensures documentation generated or compiled in connection with pretrial services programs are maintained in accordance with department procedures
- Investigates alleged violations of terms and conditions of release and takes appropriate action in response
- Responsible for overall case management of defendants in the pretrial services program; administers the case management software and ensures information entered is accurate and up to date
- Prepares and presents reports to judicial officer, as required, related to defendant's post-release status and compliance
- Conducts other post-release assessments, as necessary, in order to address specific defendant needs related to pretrial success, including but not limited to substance abuse, psychosocial, and educational services
- Serves as the local GPS vendor and completes device installation, maintenance, and removal and assists with device inventory
- Responds to requests from court for in court drug screenings, obtains urine samples from defendants and reports results to judicial officers
- Acquires and maintains criminal history information and other personal information, verifies defendant information related to residence, contact information and employment status
- Enters invoices for pretrial services expenditures, maintains fee schedules and ledgers relating to fees collected from defendants, and handles those funds in compliance with existing County and Departmental policies and procedures
- Attends all meetings and trainings, as required
- Performs other job-related duties as assigned

ORGANIZATION RELATIONSHIPS

- Reports directly to – Pretrial Manager
- Direct Reports – No

PHYSICAL DEMANDS

- Position involves prolonged sitting at a workstation, reading, visual examination of documents, reaching, standing, walking, twisting, bending, and repetitive motions
- Position involves frequent written and verbal communication with various Williamson County staff, law enforcement agencies, attorneys, inmates, and the general public
- Position involves occasional lifting and carrying of up to fifty (50) pounds and exertion of up to twenty-five (25) pounds of force to move objects

ENVIRONMENTAL FACTORS

- Work is primarily indoors in an air-conditioned environment
- Work is regularly performed in a secure area of the jail
- Regular interaction with persons accused or convicted of crimes
- Work is fast paced, requires independent judgement, and an ability to meet legally mandated deadlines

IRREGULAR HOURS

- Work outside of regular office hours (Monday-Friday) is required to meet deadlines
- Weekend and holiday work is required
- Essential personnel policy is applicable to this position

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Criminal Justice or directly related field; OR an equivalent combination of education and experience
- Working knowledge of Microsoft Office Suite

LICENSES AND CERTIFICATIONS

Required within thirty (30) days of employment

- Valid driver's license

Required within six (6) months of employment

- Texas Law Enforcement Telecommunications System (TLETS) certification
- Criminal Justice Information Services (CJIS) certification
- Texas Crime Information Center (TCIC) certification
- National Crime Information Center (NCIC) certification

PREFERRED QUALIFICATIONS

- One (1) year of experience in the criminal justice, behavioral science, or justice-related field
- Bilingual (Spanish)
- Texas Crime Information Center (TCIC) certification
- National Crime Information Center (NCIC) certification
- Texas Notary Public

EMPLOYMENT TESTING

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes
- Motor Vehicle Record check: No
- Drug screening: No
- Physical exam: No
- Psychological exam: No
- Additional: N/A

SUPPLEMENTAL INFORMATION

A Williamson County online application (resumes alone are not sufficient) must be received before the position is closed. Positions are open until filled, subject to close at any time after five (5) business days. The Human Resources Department is located at 100 Wilco Way, Georgetown, TX 78626. Phone (512) 943-1533 or visit our website at www.wilcotx.gov/469/Human-Resources.

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act and Uniformed Services Employment and Reemployment Rights Act (USERRA). If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.

TOBACCO FREE WORKPLACE POLICY

Williamson County is a tobacco free workplace. The use of tobacco products (e.g., cigarettes, cigars, pipes, snuff, chew, etc.) and Electronic Nicotine Delivery Systems (ENDS) (e.g., vapor, e-cigarettes, etc.) is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.

Benefits

Williamson County offers a full range of employee benefit programs for eligible full-time employees, retirees, and their families. These programs include group health plans for medical and dental coverage; an Employee Assistance Program (EAP); life; short- term disability and long-term disability insurance; and flexible spending accounts for health care and dependent care reimbursements.

The County also provides retirement benefits. Full-time & part-time employees participate in the Texas County & District Retirement System (TCDRS), and employees may also participate in a retirement savings program (Deferred Compensation). In addition to these basic employee benefits and retirement services, employees benefit from a variety of other programs including 12 paid holidays. For more details please contact Williamson County Human Resources at 512-943-1533.

Agency

Williamson County

Address

Human Resources
100 Wilco Way, Suite HR101
Georgetown, Texas, 78626

Phone

512-943-1533

Website

<https://www.wilcotx.gov/469/Human-Resources>