

**March 27, 2023**

**JOB VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

<b>POSITION:</b>	Pretrial Services Officer – St. Clair County
<b>NUMBER OF VACANCIES:</b>	1
<b>DIVISION:</b>	Office of Statewide Pretrial Services, Division of Pretrial Operations
<b>SALARY:</b>	Minimum \$45,003; starting salary commensurate with experience
<b>BENEFITS:</b>	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
<b>LOCATION:</b>	St. Clair County
<b>REPORTING RELATIONSHIP:</b>	Field Supervisor

The Office of Statewide Pretrial Services' (OSPS or Office) mission is to assist in the administration of justice and promote community safety by ensuring fairness and equality in the pretrial process. The OSPS is a statewide office that provides pretrial services under the Pretrial Services Act, 725 ILCS 185. The Office develops pretrial standards and employs pretrial service officers who conduct pretrial investigations and provide pretrial supervision.

The Pretrial Services Officer has two primary responsibilities which include the interviewing of detained pretrial defendants, accurately scoring pretrial release assessments, and preparation of pretrial release reports for the local court. This position will also be responsible for the community supervision of those defendants released by the local court on pretrial release supervision.

**ESSENTIAL DUTIES:** Pretrial Services Officers prepare pretrial reports and provide pretrial supervision to adults arrested on criminal charges. Pretrial Services Officers work under the general supervision of the Field Supervisor, Deputy Region Chief and Region Chief within the Division of Pretrial Operations. **This position requires working 37.5 hours per week and overtime when necessary. Varying schedules including working weekends will be offered based on operational needs.**

**FUNCTIONS INCLUDE:**

- Completes pretrial assessments for defendants arrested on criminal charges.
- Interviews and assembles information and data concerning employment, residency, criminal record, and social background of arrested persons.
- Collects records of criminal history and failure to appear history through electronic judicial case management systems, pretrial case management systems, LEADS/NCIC and other sources.
- Verifies and documents information collected from the defendant through collateral contacts to ensure accuracy and completeness of pretrial reports.
- Prepares and files with the court pretrial reports including a pretrial assessment, social background

information, criminal history, specific recommendations based on assessed risk and status updates on the defendant's compliance with pretrial conditions.

- Attends and testifies at court hearings where the status of defendant's pretrial release or conditions are determined, reviewed or evaluated, modified, or stricken.
- Administers pretrial intakes and monitors defendant's compliance with pretrial conditions through regular, documented, contact with defendants in person, by telephone, text message, email, or virtually.
- Refers clients on pretrial supervision to appropriate services and maintains regular contact with referral sources.
- Observes, collects, and processes drug and alcohol testing samples.
- Informs the court, state's attorney, and public defender of noncompliance with conditions of pretrial supervision.
- Provides written notification to defendants of court appearances by letter, email or text message.
- Attends OSPS pretrial services trainings and maintains a working knowledge of state laws and national standards pertaining to pretrial services.
- Performs other duties as assigned.

#### **EDUCATION AND EXPERIENCE:**

##### Minimum Qualifications:

1. A Bachelor's Degree from an accredited university.
2. Proficient in the use of Microsoft Office products (i.e., Word, Excel, Access, PowerPoint, Outlook).
3. A valid Illinois Driver's License, a safe driving record and proof of automobile insurance to operate a personal vehicle on state business.
4. Ability to travel 25% of the time.

##### Preferred Qualifications:

1. Bachelor's Degree in Criminal Justice or a social services related field.
2. Two or more years professional working experience in a public or private organization.
3. Two or more years of professional working experience within the criminal justice system including community corrections, law enforcement, law, or trial court administration.
4. Two or more years providing social services, such as mental health or substance abuse treatment, to justice involved individuals.
5. One year of experience in pretrial services.
6. Master's Degree from an accredited university.
7. Excellent communication and interpersonal skills.

8. Ability to positively and professionally interact with co-workers.

**PHYSICAL REQUIREMENTS:**

9. Ability to sit for extended time periods.

10. Normal office working environment requiring telephone usage and ability to process written documents.

11. Travel within Illinois required.

**HOW TO APPLY:**

Interested individuals should submit a resume and cover letter through the form below.

<https://app.smartsheet.com/b/form/cfd666f464473185cddb0a5b7b361>

**This position will remain open until filled. However, those individuals submitting materials by April 14, 2023 will be given first consideration.**

**Any questions about this position or the application process can also be submitted via email at the following address: [pretrialservices@illinoiscourts.gov](mailto:pretrialservices@illinoiscourts.gov) .**

**EQUAL OPPORTUNITY EMPLOYER**