



Office of Human Resources  
Pretrial Services Officer I - CN3187

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### General Statement of Duties

Performs entry-level professional work through interviewing, investigating, providing information and making recommendations, providing case management, counseling and referring clients while under supervised release with the Pretrial Services Program.

### Distinguishing Characteristics

This class is distinguished from the Pretrial Services Officer II which may involve the utilization of electronic monitoring devices to monitor clients under supervised release during the pre-adjudication process. The Pretrial Services Officer II performs moderately complex assignments with greater independence and investigates, assesses and makes recommendations in complex cases involving professional judgement and a knowledge of departmental policies and procedures. Professionals in this class level have experience in and knowledge of the criminal justice system, bail setting, pretrial release, and a comprehension of the complexities and nuances of the adjudication process. The Pretrial Services Officer II level class provides training support to the Pretrial Services Officer I.

This class is distinguished from the Pretrial Services Officer III which may involve the utilization of electronic monitoring devices to monitor clients under supervised release during the pre or post adjudication process. The Pretrial Services Officer III performs complex assignments with greater independence, requiring considerable skill, professional judgement and a thorough knowledge of departmental policies and procedures. Professionals in this class level have experience in and a greater, more varied knowledge of the criminal justice system, bail setting, pretrial release, and a comprehension of the complexities and nuances of the pre and post adjudication process. The Pretrial Services Officer III class assists in training the Pretrial Services Officer I and Pretrial Services Officer II.

This class is distinguished from the Pretrial Services Officer IV which aids the Pretrial Services Supervisor in managing day to day operations of the team. The Pretrial Services Officer IV performs as subject matter experts and are experienced in the major aspects of the Pretrial Service Office functions, with a demonstrated ability to perform difficult assignments which require considerable skill, independence, professional judgment and a thorough knowledge of departmental policies and procedures; have varied and have experience in and an in-depth knowledge of the criminal justice system, bail setting, pretrial release; a full comprehension of the complexities and nuances of the pre and post adjudication process. The Pretrial Services Officer IV class may involve the utilization of electronic monitoring devices to monitor clients under supervised release during the pre or post adjudication process. The Pretrial Services Officer IV class coordinates and assists in training the Pretrial Services Officer I and Pretrial Services Officer II and the Pretrial Services Officer III.

### Level of Supervision Exercised

None

### Essential Duties

Interviews defendants, in a secured jail setting, arrested for criminal offenses and uses a combination of established criteria, background data, actuarial assessments and judgment to formulate recommendations regarding bail and release conditions;

Researches defendant information in various criminal justice databases including Colorado Crime Information Center/ National Crime Information Center (NCIC/CCIC), including motor vehicle records, along with the Colorado State and City and County of Denver Court databases;

Verifies information received from defendants when necessary;

Identifies public safety risk, prepares and presents pretrial reports and supervision orders for defendants scheduled for initial appearance and/or bond setting;

Completes pretrial intakes focusing on court ordered release conditions;

Manages a case load of defendants under pretrial supervision by maintaining contact to ensure court requirements are met;

Communicates professionally and cooperates with coworkers, victims and victim advocates, stakeholders, other agencies and related community members to assist with managing defendants effectively and ensuring compliance with pretrial conditions;

Determines action(s) to be taken for defendants failing to meet pretrial conditions. Prepares reports including well informed recommendations to court officials when necessary;

Evaluates defendants through administering and analyzing the results of diagnostic tests;

Refers defendants to available services based on needs/desires to include, but not limited to employment, job readiness, human services, veteran, addiction, mental health. Monitors defendants progress and participation at assigned referral agencies;

Attends court hearings and testifies in court as needed;

Participates in home and other community-based visits as needed;

Navigates through various internal and external databases utilized by the program;

Provides accurate information to stakeholders to assist in education surrounding community supervision, the court system and pretrial;

Follows all Division policies/procedures/directives as it relates to team assignment;

Performs other duties as required.

## Competencies

**Decision Making** - Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Influencing/Negotiating** - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

**Information Management** - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Planning & Evaluating** - Organizes work, sets priorities, determines resource requirements; determines short or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principals, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technology Application - Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Writing - Recognizes or uses correct English grammar, punctuations and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience (preparing professional reports that clearly express and convey ideas and concepts).

### **Knowledge & Skills**

Knowledge of research techniques sufficient to be able to determine what information is needed, secure and analyzes desired information, and formulate logical recommendations.

Knowledge of interviewing techniques sufficient to be able to obtain and/or verify necessary information.

Knowledge of public safety and security; occupational health and safety investigation and inspection; rules, regulations, precautions, and prevention techniques for protecting people, data, property.

Knowledge of practices and objectives within pretrial services including investigation, assessment, supervision, counseling and relative court procedures sufficient to be able to adequately manage a pretrial population.

Skill in assessing physical and mental condition of clients through diagnostic testing and interviews.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment of self/others.

Skill in applying existing guidelines or recommending new approaches to the development/modification of work plans/methods/procedures for the work unit/functions.

### **Education Requirement**

Bachelor's Degree in Psychology, Sociology, Human Services, Criminal Justice, or a related field.

**Experience Requirement**

None

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.  
Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Subject to varying and unpredictable situations  
Handles emergency or crisis situations  
Subject to many interruptions  
Subject to long irregular hours  
Pressure due to multiple calls/inquires  
Potential exposure to dangers of assaults/hazards.

**Level of Physical Demand**

2-Light (10-20 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Ability to adjust vision to bring objects into focus  
Color Vision: Ability to distinguish and identify different colors.  
Far Acuity: Ability to see clearly at 20 feet or more.  
Near Acuity: Ability to see clearly at 20 inches or less.  
Field of Vision: Ability to see peripherally.  
Sitting: Remaining in the normal seated position  
Eye-Hand Coordination: Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job related tasks (form example, to move, carry, or manipulate objects).  
Eye/hand/foot coordination: Performing work through using two or more  
Agility: Bends, stretches, twists, or reaches out with the body, arms, or legs.  
Stamina: Exerts oneself physically over long periods of time without tiring.  
Lifting: Raising or lowering objects weighing no more than 20 pounds, from one level to another.  
Carrying: Transporting an object, usually by hand, arm, or shoulder.  
Balancing: Maintaining body equilibrium to prevent falling over.  
Reaching: Extending the hand(s) and arm(s) in any direction.  
Stooping: Bending the body by bending spine at the waist  
Handling: Seizing, holding, grasping or otherwise working with hand(s)  
Talking: Expressing or exchanging ideas by means of spoken words.

**Background Check Requirement**

Criminal Check

Education Check  
Drug Testing  
By position, Motor Vehicle Record

**Assessment Requirement**

Pretrial Services Officer

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: N-617**  
**FLSA Code: N**  
**Established Date: 11/24/2019**  
**Established By: SO**  
**Revised Date:**  
**Revised By:**  
**Class History:**