



Warren County, Ohio Court of Common Pleas Job Opportunity

Posting Number:	23.5.12-1PT
Date Posted:	May 12, 2023
Deadline to Apply:	Open Until Filled

POSITION: PRETRIAL OFFICER

DEPARTMENT: Warren County Court of Common Pleas – Court Services Department
LOCATION: 520 Justice Drive, Lebanon, OH 45036
WORK HOURS: 80 hours bi-weekly (full-time) 8:00 am – 4:30 pm (may vary)
FLSA STATUS: Hourly/Non-Exempt
SALARY RANGE: \$19.23 - \$21.63 per hour

Listed below are the QUALIFICATIONS for the position:

The position requires a degree from an accredited four-year college or university in social sciences, psychology, sociology, criminology or related field. Experience may be substituted for education. Additional consideration may be given to prior security, law enforcement, social work, counseling, and/or military experience. The applicant should have knowledge of vocational, mental health, substance abuse and human service resources. Applicant must be detail oriented and possess strong organizational and written skills, have the knowledge and ability to use Word and Excel, and be willing to be trained on other software packages. The position requires the ability to work independently and as part of a close team; a strong desire to work with justice-involved individuals, and excellent communication and interpersonal skills. Officers are encouraged to obtain licensure from the Ohio Counselor and Social Work Board (L.S.W., L.I.S.W., L.P.C., OR L.P.C.C.) or a license from the Ohio Credentialing Board (C.C.D.C. I, II or III) or obtain an advanced degree and/or training.

Listed below is a summary of the JOB DUTIES:

Responsibilities include but are not limited to the supervision of defendants released during the pretrial period, investigation/preparation of presentence investigations and bond investigations. The pretrial officer will supervise, interview and manage a diverse caseload of criminal defendants, enforcing compliance of all court-ordered rules related to cases. The position requires preparation of reports regarding defendant's progress and adjustment, preparation and maintenance of case history records, case evaluations, and reports to the court. Risk need and assessment tools are used to identify and address treatment needs and supervision requirement. The officer will perform administrative duties and urinalysis as required.

HOW TO APPLY FOR THE POSITION:

Please send cover letter and resume to the below email address.

Email: Sara.Kocourek@co.warren.oh.us