

## KENDALL COUNTY – JOB DESCRIPTION

**JOB TITLE:** Pretrial Officer

**DESCRIPTION DATE:** 12-12-24

**JOB CODE:** - Non- Exempt

**DEPARTMENT:** Court Services

### GENERAL SUMMARY:

Under the direction of the Special Programs/Pretrial Supervisor, the officer prepares pretrial investigation reports for the courts and supervises individuals released from custody as directed by the court. The Pretrial Officer interviews the detained defendant, investigates their criminal history, accurately scores pretrial release assessments and prepares the pretrial report for the court. The officer is also responsible for the community supervision of those defendants released by the court on pretrial release supervision and reports noncompliance of conditions to the court. In addition, the officer is responsible for the achievement of departmental objectives, as well as ensuring high quality and cost-effective service delivery systems within departmental and statutory guidelines. This officer will also perform special projects as directed by the Supervisor or Director.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Communicates with Kendall County Jail on Monday through Saturday for the purpose of identifying defendants in need of pretrial interview.
2. Interviews defendants and compiles information regarding criminal history, residency, employment, and social background.
3. Collects records of criminal history and failure to appear history through LEADS/NCIC, electronic judicial case management systems, local Tracker case management system, and other sources of information available.
4. Prepares, corroborates and verifies information collected from defendants to provide a factual investigation report in a timely and accurate manner for the court.
5. Prepares and files with the court pretrial reports including pretrial assessments, social and criminal backgrounds and provides specific recommendations for release based on the release assessments and status updates on the defendant's history of compliance with pretrial conditions.
6. Attends and testifies in court hearings where the status of defendant's pretrial release or conditions are determined, reviewed, evaluated, modified or stricken.
7. Conducts client assessments per departmental policy.
8. Meets in person defendants released to pretrial supervision per departmental timelines to review release order and pretrial supervision conditions.
9. Monitors defendants' compliance with pretrial conditions through regular, documented, contact with defendants in person, by phone, text message, email or virtually according to departmental contact standard level.
10. Utilizes proven evidence-based practices and methods to increase a defendant's likelihood to abide by the orders of the court and appear in court during the pendency of the case, including but not limited to Core Correctional Practices according to departmental policies.
11. Refers defendants on pretrial supervision to appropriate services and maintains regular contact with referral sources.
12. Observes, collects and processes drug and alcohol testing via breath, saliva, urine or sweat.
13. Works collaboratively with the Kendall County Sheriff's Department, Electronic Monitoring Officers, to ascertain the defendant's compliance with release conditions that include electronic monitoring.
14. Notifies the State's Attorney and court in writing of any violations meeting the criteria established for violation and testifies in any hearings.
15. Send court date reminders by phone, text message, email or letter.
16. Maintains accurate and timely case file records and statistics, including all information related to investigation and supervision of pre-trial defendants.
17. Develops and maintains positive working relationships with allied agencies and other interested groups within the community.

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18. Attends all required training and maintains a working knowledge of state laws and national standards pertaining to pretrial services
19. Adheres to all Court Services' policies and procedures.
20. Assesses on a continuous basis method to improve service delivery.
21. Performs special projects and other duties as assigned and responsible for successful completion of directives as specified by the Director and/or Supervisor.
22. Attends and participates in regularly scheduled staff meetings.
23. Regular attendance and punctuality is required.

## **EDUCATION AND EXPERIENCE**

### **Required**

1. A minimum of a Bachelor's degree from an accredited college or university and fulfillment of requirements as defined by the Administrative Office of the Illinois Courts hiring list.  
<https://www.illinoiscourts.gov/documents-and-forms/employment-application/>
2. Proficient in the use of Microsoft Office Products (ie, Word, Excel, Access, PowerPoint, Outlook)

### **Preferred but not required:**

3. Two or more years of professional work experience in a public or private organization is preferred, but not required
4. Two or more years of professional work experience within the criminal justice system including community corrections, law enforcement, law or trial court administration.
5. Two or more years providing social services, such as mental health, substance abuse treatment, to justice involved individuals
6. Two or more years of experience in pretrial services
7. Master's Degree from an accredited university.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

1. Must possess writing skills necessary to complete reports for use by the Court and other professionals.
2. Must possess all communication skills necessary to elicit information from defendants and communicate these needs to service providers.
3. Requires analytical decision-making skills and problem-solving skills in order to deliver casework supervision and follow departmental policy and procedure relative to the performance of the position.
4. Requires interpersonal sensitivity to cultural and environmental differences found in defendants from a variety of caseload population as well as the work culture.
5. Requires working knowledge of community social service agencies to facilitate appropriate agency referrals of defendants.
6. Requires planning, organizational, and time management skills necessary to prioritize a varied workload, prepare reports, and evaluate defendant's progress/compliance during the term of pre-trial supervised release and meet necessary deadlines.
7. Requires working knowledge of Illinois Statutes and local practice of Pre-Trial and Adult Court.
8. Ability to transport oneself in order to accomplish job performance requirements as directed by Court Services policy and procedures and AOIC requirements.
9. Requires fact-finding ability in order to complete reports, comply with applicable statutes and compile monthly statistical reports.
10. Requires ability to obtain and maintain Pretrial Release Assessment certification
11. Requires the ability to work nontraditional hours including early morning hours beginning at 6am, and Saturdays, Sundays or Holidays as needed.

## **PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS**

Sitting, talking, hearing, far vision, near vision, handling (manipulating objects with the hands in a low level), fingering (working with the fingers, i.e., to type) are present 75% or more of the time. Reaching (extending the hands or arms), lifting an object less than 10 pounds, carrying an object less than 10 pounds are present about 50% of the time. Standing, walking, carrying an object 20 to 40 pounds is present about 25% of the job. Stooping, climbing stairs is present 10% of the time. Kneeling, crouching, bending/twisting, pushing an object 20 pounds or less is required in unusual or non-routine situations. Crawling, running, swimming, grappling, climbing, balancing, feeling (using touch in fingers), lifting objects 40 pounds or more, carrying objects 40 to 100 pounds,

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pushing or pulling objects 21 pounds or more are not required.

### **WORKING ENVIRONMENT WHILE PERFORMING THE ESSENTIAL FUNCTIONS**

Normal office environment where there is no exposure to hazards of dust, noise, temperature and the like 90% of the time. Over 75% of the work time is spent inside protected from weather conditions. About 10% is outside where there might be very low temperature or very high temperature, wet or humid conditions occurs about 10% of the time or less. Extreme temperature changes, hot or cold, wet or humid, noise level (minimum 90 decibels), physical injury or attack from a defendant is present in unusual circumstances only. Vibrations, hazards from mechanical, electrical, chemicals, burns, explosives, radiant energy/radiation, heights above 12', injury from fast moving vehicle, atmospheric conditions ( i.e, fumes, odors, dust, poor ventilation), or physically confined worksite are not present.

### **EQUIPMENT USED TO PERFORM THE ESSENTIAL FUNCTIONS**

Copy machine, computer terminal, personal computer, facsimile machine, printing equipment, telephone, cellular phone and related devices, radios, technology equipment, and surgical gloves for obtaining urine in a urinalysis cup, face mask. Transportation sufficient to accomplish job objectives will be needed

### **REPORTING RELATIONSHIPS**

**Reports To:** Supervisor  
**Directs Work Of:** None/Individual Contributor

### **HIRING CONTINGENCY**

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon the candidate passing a criminal background check, drug test, and obtaining a tuberculosis-screening test.

All employees, including those with a history of Bacillus of Calmette and Guerin (BCG) vaccination, should receive a Two-Step@ Mantoux tuberculin skin test unless a previously positive reaction can be documented. The Two-Step must be performed at the Kendall County Health Department or a personal physician at a nominal cost to the employee. Documentation of the test results must then be provided to Court Services Administration.

Individuals with active pulmonary or laryngeal TB will not return to work until there is definite proof of lack of infectivity in respect to negative cultures and negative sputum smears. Documentation of the test results must then be provided to Court Services Administration.

All employees with negative PPD's will be required to be retested annually or a signed declination form prior to the annual evaluation being processed.

Prospective employee has been cleared through a criminal background check and pre-employment drug screen. Prospective employee will obtain and maintain proper certifications in assessment tools, if applicable. Prospective employee will obtain and maintain National Association of Pretrial Services Agencies (NAPSA), Pretrial Services Practitioner Certification.

**BLOOD BORNE PATHOGEN RISK CODE:** Yes

### **RECEIPT AND APPROVAL**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Dept. Head/Elected)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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