



STATE OF ILLINOIS

17th Judicial Circuit

Winnebago-Boone Counties

Debbie L. Jarvis
Director, Department of Court Services

POSITION ANNOUNCEMENT PRETRIAL OFFICER

Department
Winnebago County Pretrial Services Division

Posting Date: 3-21-2024
Closing Date: Until Filled

Job Title
PRETRIAL OFFICER

Hours: May Vary - To be Discussed at Interview

Job Responsibilities

- Determining investigation eligibility and developing the Pretrial Intake Sheet
- Processing and printing local histories and National Crime Information Center (NCIC) reports
- Completing pretrial investigations including interviewing defendants, using motivational interviewing techniques, verifying information such as criminal history, and writing pretrial reports
- Accurately completing pretrial assessments
- Accurately completing domestic violence screenings when charges allege intimate partner violence
- Managing a caseload and providing supervision, which includes monitoring conditions of release
- Linkage to supportive services
- Assisting with and addressing barriers to pretrial success such as transportation, childcare obligations, work conflicts, and simply forgetting about appointments
- Modeling evidence based principles during interactions with clients and staff
- Notifying the Court, State's Attorney's Office and defense attorney of violations of conditions of pretrial release
- Entering data and up-to-date, accurate and detailed notes on each case
- Scheduling periodic screening for drug and alcohol use when court-ordered
- Appearing in court and providing status reports as required
- Mandatory reporting of child abuse and neglect as required by Illinois law
- Obtaining knowledge of and demonstrating compliance with the Pretrial Services Division Policies and Procedures in all activities, including those listed above
- Other duties as assigned by management, judiciary, and local policies and procedures

Location
Pretrial Division
650 W. State St.
Rockford, IL 61102

Salary
\$45,761



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Job Requirements:

- Bachelor's Degree mandatory. Major in one of the following fields preferred:
 - Social Science
 - Behavioral Science
 - Criminal Justice
- Experience in counseling, probation or corrections and related field desirable.
- Candidate must possess excellent oral and written communication skills.
- Must be a resident of the State of Illinois within 90 days of hiring.
- Must pass pre-employment background check and drug screen.
- Must submit a state application for Probation and Court Services employment at:
<http://www.illinoiscourts.gov/Administrative/forms/Probation/Employment>

Send Resume to:

Jodi GeRue, Deputy Director
Pretrial/RIC Divisions, Adult Probation
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Rockford, IL 61101
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