

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

**7 PRETRIAL OFFICER TRAINEE – PRETRIAL SERVICES DEPT.
\$22.67/hr. – 40hrs/wk.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 01/21/2026

REMOVE: OPEN UNTIL FILLED

**MONROE COUNTY, PENNSYLVANIA
CLASSIFICATION SPECIFICATION**

4065

Adopted 2/5/2020
Effective 1/21/2020
m# 2020-70

CLASSIFICATION TITLE: PRETRIAL OFFICER TRAINEE

PURPOSE OF CLASSIFICATION

The purpose of this entry-level classification is to promote pretrial justice and community safety by: assisting the Courts in making appropriate release decisions; providing supervision service; utilizing evidence-based treatment interventions (when necessary) and empowering defendants with the resources necessary to successfully comply with Court requirements.

ESSENTIAL FUNCTIONS

The following are duties for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Manages an assigned caseload of pretrial defendants; prepares/maintains case notes and documents all contacts with defendants.

Provides direct supervision to alleged offenders on pretrial supervision; monitors provisions, rules, and regulations of bail conditions, court orders, and applicable federal/state laws.

Interviews victims, family members, employers, school officials, and other law enforcement personnel to acquire background information.

Attends agency meetings.

Completes background investigations of pretrial defendants; makes pretrial release and bail recommendations to the Court.

Conducts risk assessments on pretrial defendants.

Makes recommendations to the Court regarding confinement or release of defendants; makes referrals to various treatment agencies; recommends course of treatment and supervision for pretrial defendants.

Coordinates with outside agencies.

Conducts urinalysis testing; collects specimens, performs testing and determines results.

Conducts/coordinates counseling and crisis intervention for pretrial defendants; monitors/enforces client participation in counseling; provides treatment alternatives and refers defendants to various social service agencies as appropriate.

Prepares cases for Court; attends preliminary hearings or other court proceedings; testifies in Court as needed.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation and retains records as appropriate.

Prepares or completes various forms, reports, correspondence, case notes, statistical reports, warnings, criminal records, bail reports, risk assessments, release of information forms, drug/alcohol referrals, spreadsheets, prior record scores, and other documents as required.

Receives various forms, which may include but are not limited to, reports, correspondence, lists, petitions, insurance forms, photographs, victim impact statements, affidavits, laboratory reports, urinalysis reports, criminal history reports, police reports, disciplinary reports, jail records, school records, driving records, tax statements, disability notifications, bankruptcy notices, wage attachments, payments, indictments, subpoenas, court orders, criminal complaints, medical records, psychiatric evaluations, drug/alcohol evaluations, attendance/progress reports, payment records, news articles, parole release documentation, sentencing guidelines, laws, codes, rules, regulations, policies, procedures, manuals, reference materials, directories, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, scheduling, graphics, e-mail, or other software programs; maintains computerized database of pretrial data.

Operates a variety of machinery, equipment and tools associated with department activities, which may include a motor vehicle, radio communications equipment, breathalyzer, urinalysis testing supplies, copy machine, facsimile machine, calculator, computer, and telephone.

Trains in the proper use of force.

Communicates with supervisor, employees, other departments, law enforcement agencies, defendants, family members, victims, attorneys, Court officials, counselors, medical personnel, school officials, employers, landlords, insurance companies, State Board of Probation/Parole, Department of Immigration, detention centers, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance by the Court.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Completes home investigations for the Court as required and/or requested.

ADDITIONAL FUNCTIONS

Schedules pretrial appointments.

Copies and distributes forms, reports, correspondence, and other related materials.

Initiates/receives electronically -scanned or -generated images/documents via email and/or facsimile transmission.

Prepares departmental files; maintains file system of departmental records.

Provides assistance or coverage to other employees as needed.

Coordinates Bench Warrant Hearings with the Court and other justice partners.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Criminology, Psychology, Sociology, Social Work, or closely related field.

Must possess and maintain a valid Pennsylvania driver's license.

Must pass a Pennsylvania State Police criminal background check and a child abuse clearance.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 lbs.) and may, occasionally, involve heavier objects and materials up to and exceeding 100 lbs.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, fumes, noise extremes, explosives, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.