



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

## **PRETRIAL OFFICER**

DAWSON COUNTY SUPERIOR COURT

Full-Time/Salary/Exempt

### **JOB SUMMARY**

Pretrial Officer is responsible for a diverse set of tasks, including supervision of defendants, maintaining communication with Judges, Court Administration, law enforcement, the District Attorney's Office, Treatment Services and other treatment providers, GPS monitoring providers, the Public Defender's Office, and other attorneys as related to the supervision/compliance of defendants with conditional bonds.

### **ESSENTIAL DUTIES**

- Knowledge of and compliance with the code of conduct for judicial employees and court confidentiality requirements. Consistently demonstrate sound ethics and judgement.
- Ability to testify in court as necessary.
- Maintain effective communication with the necessary courts in Hall and Dawson County, Court Administration, Hall and Dawson County law enforcement agencies, and other court agencies as appropriate. When not available in the Pretrial Office it is expected that communication be maintained through County issued cell phone.
- Ability to organize, prioritize, compile, and summarize work within established timeframes.
- Ensure overall image of Pretrial Services by maintaining professional communication in person and on the telephone/computer.
- Supervise high-risk offenders through Tier System protocol and court ordered conditions. Clearly define and instruct defendants of program expectations.
- Daily review of booking logs to monitor for new arrests or bond violations of defendants being supervised by Pretrial. Ensure appropriate action is taken if necessary.
- Assist/supervise with phone calls, drugs screens, office visits, and defendant reporting.
- Review assigned caseload for compliance.
- Attend Drug Court and other Court hearings as necessary or directed.
- Review defendants in custody and propose /submit bonds as necessary to the assigned Assistant District Attorney, the defendant's attorney, and the Judge for consideration.
- Regular and predictable attendance is required.
- Must perform other duties as assigned.

**KNOWLEDGE / SKILLS / ABILITY**

**KNOWLEDGE OF:**

- Knowledge of software and keyboarding for Word Processing, data entry, email, and computers.

**SKILLED IN:**

- Skill in the use of computer software and automated systems to perform record checks, compile criminal history information, and conduct similar activities.

**ABILITY TO:**

- Ability to be detail- oriented and work well under pressure.
- Ability to attend training for Court procedures as deemed necessary.

**COMPLEXITY**

The work consists of related administrative duties and record keeping. The volume of duties performed and time constraints contribute to the complexity of the work.

**CONTACTS**

Contacts are typically with co-workers, other county employees, lawyers, judges, attorneys, law enforcement, and the general public. Contacts are typically to give or exchange information, resolve problems, and provide services.

**ADA MINIMUM REQUIREMENTS**

**Scope of Performance:** The purpose of this position is to maintain communication with judges, and various court administration personnel and agencies, and to provide supervision/compliance of defendants with conditional bonds.

**Physical Ability:** Essential functions of this position continuously require the ability to remain in a stationary position (sitting or standing); operate a computer and other office machinery, such as calculator, copier and printer. Incumbents must continuously be able to think analytically; handle stress and emotion; concentrate on tasks, remember names and other details; examine and observe details; make decisions, and adjust to change. Incumbents must also continuously direct others; meet deadlines; stay organized; use math/calculations and use a keyboard/type. Essential functions frequently require the ability to move about inside the office; and move/transport items up to 10 lbs. Essential functions occasionally require the ability to bend body downward and forward by bending spine and legs, twisting at the waist, hips or knees; reach overhead; push or pull; and repetitively use hands/arms/legs. Incumbents in this position are occasionally required to be on-call and work irregular hours

**Environmental Factors:** Essential functions of this position continuously require the ability to either work with others or work alone.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

- Bachelor’s degree in Criminal Justice or a related field and a minimum of two years’ experience working with criminal justice populations.
- Possess a valid Georgia driver license and maintain a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_