



# Warren County, Ohio Court of Common Pleas Job Opportunity

Posting Number:	23.6.23-1PT
Date Posted:	June 23, 2023
Deadline to Apply:	Open Until Filled

## POSITION: PRETRIAL OFFICER

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**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:** \$21.16 per hour

### Listed below are the QUALIFICATIONS for the position:

A bachelor's degree from an accredited institution in corrections, criminal justice, sociology, social work, criminology, or related field is required. Experience may be substituted for education. Additional consideration may be given to prior 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 knowledge and ability to use Word and Excel, and willing to be trained on other software. 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. The applicant must be able to pass a criminal background check and drug test. A valid driver's license is mandatory.

### Listed below is a summary of the JOB DUTIES:

The officer's 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 the cases. This position requires preparation of reports regarding the defendant's progress and compliance that are sent to the Court. The officer will attend court for arraignments and bond hearings. The officer will make referrals to appropriate treatment agencies and maintain accurate notes on the status of defendants. The pretrial officer will be ORAS trained to identify and address needs and supervision requirements. The officer will perform administrative duties and urinalysis as required. The officer must attend the required training and obtain hours as required.

### HOW TO APPLY FOR THE POSITION:

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

**Email:** [CourtServices@co.warren.oh.us](mailto:CourtServices@co.warren.oh.us)