



# STATE OF ILLINOIS

## 17<sup>th</sup> Judicial Circuit Winnebago-Boone Counties

Debbie L. Jarvis  
Director, Department of Court Services

### Department of Court Services

<b>Division</b>	Posting Date: Closing Date: Until Filled
<b>Job Title</b>	<b>Hours:</b> To be discussed during interview
<b>Salary</b> \$ 53,706.00	

### Position Summary

The Pretrial Officer is responsible for completing pretrial investigations and preparing pretrial reports that include pretrial assessment information. The Pretrial Officer supervises individuals during the pretrial stage and monitors conditions of release. This role combines pretrial investigations, report writing, supervision, case management, and linkage to supportive services.

### Essential Duties and 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 and work conflicts
- 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



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- Scheduling periodic screening for drug and alcohol use when court-ordered
- Appearing in court and providing status reports as required
- Obtaining knowledge of and demonstrating compliance with the Pretrial Services Division Policies and Procedures in all activities, including those listed above
- Perform other duties as assigned in response to evolving program needs and strategic priorities

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### Knowledge, Skills, and Abilities

- Knowledge of pretrial legal foundations
- Familiarity with trauma-informed care, motivational interviewing and evidence-based practices is preferred
- Strong organizational, writing, documentation, time-management, communication, interpersonal, and conflict-resolution skills
- Ability to work independently and as part of a multidisciplinary team
- Ability to work effectively with individuals from diverse backgrounds

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### Minimum Qualifications

- Bachelor's degree in Criminal Justice, Social Work, Psychology, Education, or a related field
- Must be a resident of the State of Illinois or approved exemption
- Must possess a valid driver's license
- Must pass pre-employment background check and wellness exam including drug screen
- Must comply with all federal and state laws; to include prohibition of the consumption, possession, sale, purchase or delivery of cannabis or cannabis infused substances
- Must submit a state application for Pretrial and Court Services employment at: <https://www.ilosp.gov/justice-partners/pretrial-eligible-application/>
- Bilingual, English/Spanish Language Skills Preferred

**Location:**  
Pretrial Services Division  
650 West State Street  
Rockford, IL 61102

**Send Resume to:**  
Jodi Gerue, Deputy Director  
jgerue@17thcircuit.illinoiscourts.gov