



Pretrial Probation Officer

Department: Adult Probation

Revised: April 22, 2025

DESCRIPTION

This is alternatives to incarceration work and miscellaneous prison administration work at the full performance level. Person in this position will seek all viable alternatives to incarceration for all pretrial detainees who are charged with bailable offenses and selected court ordered sentenced offenders. Evaluates and selects offenders for supervised and intensive supervised bail/release programs. Individual supervises offenders on bail and case management of program. Collects data and prepares a variety of release reports. Individual assists in controlling prison population. Work also includes registration of sex offenders and ensuring compliance with laws relating to the DNA detection of sexual and violent offenders. Working hours will be non-traditional office hours which will include weekends, evenings and field work.

SPECIFIC DUTIES

- Identifies eligible detainees through intake and interviews.
- Verifies all data collected historically on offender.
- Researches background history of offender status.
- Maintains global positioning equipment.
- Acts as liaison with the local courts and district justices with reporting functions to the courts.
- Attends court hearings to offer recommendations.
- Coordinates social services and other referral sources as bail alternatives.
- Explores all criminal justice bail alternatives.
- Case management of all clientele and files.
- Collects data for evaluation and monitoring requirements.
- Prepares sentencing reports for the courts.
- Prepares annual report.
- Supervises clients on bail, selected sentenced offenders, and utilizes global positioning equipment.
- Apprehends or assists in the apprehension and detention of bail/release program violators.
- Ensures the Prison's compliance with Laws concerning the registration of sex offenders and the collection of blood samples for DNA.
- Performs other related duties as may be required.
- Maintains specific field/office contacts as directed by the Program Manager.
- Serves as Treatment Court Liaison.

- Performs on-call duties as directed.
- Meets monthly reporting requirements.

SUPERVISORY RESPONSIBILITY

N/A

WORKING CONDITIONS

The position requires some physical effort. There is potential for danger due to daily contact with inmates and offenders. Travel required for hearings, meetings, investigations and supervision of clientele. This position is authorized by the Prison Board to carry a firearm in the performance of duty upon successful completion and certification of all required training.

JOB REQUIREMENTS

- Fully qualified requirements include a Bachelor's degree in Criminal Justice or Behavioral Sciences, and four (4) years' experience in the correctional field and/or related criminal justice work.
- Knowledge of modern principles of penology, bail release, counseling and offender supervision.
- Ability to calculate and exercise independent judgment on the determination of bail releases.
- Ability to coordinate services and act as liaison with internal offices and outside agencies.
- Ability to communicate effectively both orally and in writing. Must prepare written reports.
- Ability to effectively supervise clientele.
- Ability to exercise good judgment, courtesy and tact with clients and others.
- Willingness to work under stressful conditions.
- Ability to maintain effective working relationships with associates, officials and general public.
- Valid Pennsylvania driver's license.
- Must submit to and pass pre-employment drug screening and background check per County policy.
- Must successfully complete and maintain firearm certification training.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer