

**Portsmouth Sheriff's Office**  
**Community Corrections & Pretrial Services Division**  
**Pretrial Investigator/Officer**  
**(Case Manager)**  
**Job Description**

**General Definition of Work:**

This grant position requires the employee to perform responsible professional work providing investigation of pretrial detainees and supervision for misdemeanor and felony defendants released to Portsmouth Community Corrections & Pretrial Services. Work is performed independently within established policies and procedures and is reviewed by the program director. Job permanence is dependent upon available DCJS grant funding. Work requires performance of some duties outside of normal business hours to include early mornings, evenings or weekends upon occasion. Employee may be required to work in the jail conducting investigations. Probation Period: Six months.

**Essential Job Functions/Requirements:**

Investigator/Officer utilizes motivational interviewing/effective communication techniques with defendants. Investigator/Officer supervises all cases utilizing Evidence-Based Practices (EBP), supervision guidelines and standards as set forth by Standards Operating procedures and the Department of Criminal Justice Services (DCJS). Investigator/Officer conducts pretrial investigations as needed by completing a comprehensive background investigation. Investigator/Officer provides recommendations regarding pretrial release and release conditions if appropriate; provides supplemental information as needed and provides information and assistance to law enforcement officers in the apprehension of pretrial divertees who fail to appear in Court. Investigator/Officer conducts intake proceedings, assesses defendant risk, assists defendant and makes appropriate referrals as ordered by the Court. Investigator/Officer documents all supervision contacts, client progress, and maintains case files and inputs all information into the PTCC database. Investigator/Officer provides written and oral reports for the local courts on a regular basis and files required documents in a timely manner. Investigator/Officer performs on-site drug tests and monitors specimen collection. Investigator/Officer conducts criminal history checks utilizing NCIC/VCIN/CAIS systems. Investigator/Officer is responsible for the creation and maintenance of case files and recordkeeping systems as required and performs other duties as assigned to include clerical administrative functions.

**Knowledge, Skills and Abilities:**

Job requires knowledge of the criminal justice system and demonstrable skill in communicating effectively, both orally and in writing. Proficiency with computers, familiarity with software applications and excellent keyboarding skills required for employment. This position requires competency in Evidenced Based Practices to include core knowledge of motivational interviewing and risk assessments. Applicant must successfully complete a criminal background investigation. Applicant must successfully complete Basic Skills training as required by the Department of Criminal Justice Services and must attain and maintain VCIN certification. Must possess a valid Virginia Driver's License and have an acceptable driving record.

**Decision Making:**

On a regular and continuous basis, exercises judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the program.

**Authority:**

Employee answers to Program Director.

**Education & Experience:**

Bachelor's Degree in Criminal Justice, Human Services, or closely related field and 1-3 years experience in adult probation, criminal justice or related field, or any equivalent acceptable combination of education and experience providing the knowledge, skills and abilities cited above.

**Additional Information:**

Salary: \$35,152