



Delaware County Job Description

Job Title	Pretrial Supervision Screening Analyst	EEO Classification	Professionals
Department	Probation	EEO4 Function	Corrections
Supervisor	Chief Probation Officer/Supervisor Probation Officers/Board of Judges	Job Grade	N/A
Work Schedule	8:30 am – 4:00 pm, M-F	Status	Part-time
FLSA Status	Exempt	Position Type	Hired
Job Category	POLE (Protective Occupations, Law Enforcement)	Effective Date	

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

RELATIONSHIPS

Reports to: Chief Probation Officer/Supervisor Probation Officers/Board of Judges

Subordinate Staff: None

Other Internal Contacts: Prosecutor's Office, Public Defender's Office, Delaware County Community Corrections, Court Staff, Delaware County Jail Staff

External Contacts: Court Staff in other counties, Law Enforcement Agencies, Probation Department in other counties, Service Providers, Indiana Department of Corrections, Indiana Office of Court Services, General Public

JOB SUMMARY

The Pre-Trial Screening Analyst is responsible for conducting thorough assessments of individuals who have been arrested and are awaiting trial to determine their eligibility for pre-trial release in Delaware County, Indiana. The Pre-Trial Screening Analyst will utilize standardized assessment tools to evaluate an individual's risk of flight, likelihood of reoffending, and ability to comply with court orders.

JOB DOMAINS:

1. Routinely reviews the incarcerated offender population in an effort to reduce the jail population.
2. Determines eligibility and appropriateness of individuals for pretrial program participation, including interviewing prospective participants, completing risk and needs assessments, conducting background investigations, and collecting other relevant information by researching records and contacting appropriate sources.
3. Conducts risk assessments and investigations as needed or as directed by the Court in order to facilitate the release of defendants at the earliest possible time and by the least restrictive procedure.
4. Maintain regular communication with defendants to ensure compliance with court-ordered conditions and provide ongoing support.
5. As needed, prepares release documents, conditions, and explains all documents and conditions of release to defendants and/or their attorneys.
6. Supervises eligible individuals for placement in pretrial programs and prepares a written summary for the Court.
7. Investigates failures to appear and violations of release conditions and recommends appropriate action to the Court.
8. Supervises Pretrial Supervision defendants as directed by the Court.
9. Cooperate with public and private community agencies and assist clients with obtaining services from those agencies and persons.
10. Keep accurate records of individuals evaluated and all cases assigned by the court and make these records available to the court upon request.
11. Maintains current computer record of clients assigned and maintains appropriate files.
12. Compiles relevant data and reports statistics. Assists in the development and implementation of research designed to monitor the effectiveness of the pretrial release program.
13. Periodically assists other departments as needed, such as assisting with participant intake and collecting/analyzing statistics.
14. Pursue ongoing training and education to stay current on best practices, trends, and developments in the field.
15. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of Indiana Criminal Code, probation statutes, and Pre-Trial Service Rules.
2. Understanding of legal and ethical guidelines governing probation work.
3. Cultural competency and sensitivity to diverse populations.
4. Ability to work independently and as part of a team.
5. Strong problem-solving and decision-making abilities.
6. Ability to maintain professional boundaries and confidentiality.
7. Understanding of the principles of restorative justice and offender rehabilitation.
8. Excellent verbal and written communication skills.
9. Effective time management and organizational skills.

WORKING CONDITIONS

1. Most work is performed in a standard office environment or secure correctional facilities.
2. Possibility of irregular work hours, including evenings and weekends as required by caseload or specific situations including contact from law enforcement, court, and jail personnel.
3. Potential for frequent court appearances and testimony

EDUCATION AND EXPERIENCE REQUIREMENTS

1. A baccalaureate degree from an accredited university or college; AND the equivalent of three years of full-time paid experience in the criminal justice or human services field; OR has an advanced degree from an accredited university or college in criminal justice or human services;
2. Working knowledge of basic criminal justice process, and pretrial program eligibility criteria and procedures, and ability to appropriately assess/screen prospective clients.
3. Knowledge of evidence based principles and practices.

PROFICIENCY

1. It may take up to six (6) months to become proficient in this job.
2. Employee should stay current with state, local, and federal law and statutes regarding pretrial supervision and adhere to the same to ensure continued proficiency in the position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES TO BE PERFORMED, BUT DOES NOT EXCLUDE OTHER OCCASIONAL WORK PROJECTS OR DUTIES AS ASSIGNED BY SUPERVISORS. THIS JOB DESCRIPTION IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

DOCUMENT HISTORY

Initial Document	Original Author: Jeffrey Hansard		Title: Chief Probation Officer		
	Department: Probation Department		Date Drafted: 05/22/2025		
Change History	Revision	Description of Changes	Approval Date	Approved By	
	0	Original document	06/24/2025	County Council	

The County has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate.