
Pretrial Officer Resume

Job Objective

Seeking long-term Pretrial Officer position in which my professional experiences and special qualifications will help encourage the growth of both my organization and myself.

Highlights of Qualifications:

- Strong accomplished experience as Pretrial Officer
 - Huge experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs
 - Thorough understanding of the organizational, procedural and human aspects of managing an organization
 - Sound knowledge of Criminal Justice System
 - Outstanding knowledge of community service placement agencies, courtroom demeanor, and computer skills
 - Strong communication and public relations skills
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Professional Experience:

Pretrial Officer

Oar/jefferson Area Community Corrections, Belle Mead, NJ
August 2005 – Present

- Supervised persons on pretrial release and ensured courts investigative work are properly handled.
- Established and administered in-service training programs to ensure high quality service delivery through consistent staff development.
- Solicited contracts for carrying out the pretrial services functions.
- Coordinated with local agencies to serve as third party custodians of persons on pretrial release.
- Advised the court on eligibility, availability, and capacity of local agencies.
- Monitored and evaluated bail activities; provided information to the court on results of bail decisions; and improved bail process.

Pretrial Officer

Pretrial Services Agency, Belle Mead, NJ
May 2000 – July 2005

- Interviewed criminal defendants and conducted criminal history checks and verified defendant's background.
 - Prepared pretrial summary bond reports.
 - Investigated pretrial diversion and prepared reports and supervised all assigned defendants.
 - Monitored the court status of the case, verified the home address and prepared status and violation reports.
 - Activated case files, conducted case reviews and closed cases after final disposition, participated in and contributed to ongoing training programs.
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Education:

Bachelor's Degree in Criminal Justice
Eastern Oklahoma State College, Wilburton, OK

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