



Pretrial Probation Officer Supervisor

Department: Adult Probation / Pretrial Division

Revised: June 4, 2025

SUMMARY:

The pretrial supervisor is a proven leader responsible for the operational management of the Pretrial Division. This role leads and directs the Pretrial Division in achieving the mission, goals and objectives of the organization. The supervisor demonstrates a commitment to strategic planning and goal setting; priority is placed on improving public safety, minimizing unnecessary pretrial detention, minimizing disparate treatment, and maximizing Court appearance. This role is responsible for leading a staff of 5 employees. The supervisor must be highly skilled in collaborating, networking and partnering with key stakeholders and community organizations to produce a multidisciplinary scope of work and to ensure effective communication and contemporary practices are achieved consistently. The pretrial supervisor will analyze existing operations and develop strategies for organizational growth and improvement. This position will recognize current trends in social, economic and public health sectors which affect positive outcomes and strain resources; this role will provide innovative solutions to counterbalance these challenges. Competencies in Evidence Based Practices, Public Safety, and Criminal Justice Reform with an emphasis on fidelity and fundamental fairness are essential. This position requires the exercise of independent judgement and discretion; the nature of the work in this function is confidential.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide vision and leadership to achieve the Pretrial Division's mission, goals and objectives.
- Direct and oversee the daily operations of the Pretrial Division to verify efficient and effective performance of all programs and professional personnel.
- Expand and implement Pretrial Division's policies and procedures.
- Review performance improvement plans for all staff; effectuate personnel disciplinary actions up to and including termination.
- Create a policy and procedure to assess pretrial officers, reviewing Court reports and case management notes and then recurrently assess pretrial officers.
- Connect and work with local law enforcement to evaluate and implement police-led diversion programs.
- Research, identify and evaluate grant opportunities; manage and ensure compliance with existing grants.
- Establish strategies which maximize Court appearance, maximize public safety, minimize unnecessary pretrial detention, and minimize disparate treatment.
- Ensure the quality and integrity of all services provided and verify compliance with all State mandated standards and regulations to secure Grant-In-Aid reimbursement for the County.

- Develop policies and procedures which support the implementation and furtherance of Evidence Based Practices and national best practices, ensuring all methods are executed with fidelity.
- Oversee and approve all requests to modify and/or revoke bail.
- Monitor a small administrative caseload.
- Work with the Public Defender Office to create a policy and procedures to expedite applications.
- Work with the Evidence-Based Practice Coordinator and Policy Specialist to conduct a local validation study of pretrial risk assessment and tools.
- Work with the Evidence-Based Practice Coordinator and Policy Specialist to evaluate pretrial officers and identify applicable booster trainings.
- Oversee court reminder system.
- Create annual pretrial offices training schedule.
- Generate and regularly review list of local community services program for pretrial defendant referral when appropriate.
- Frequently interact with the Judiciary in writing and in-person.
- Obtain JNET certification and maintain recertification.
- Complete training and maintain compliance with Mandated Reporting Regulations through PA Child Protective Services Law.
- Manage all program data, ensuring data collection is complete and accurate. Provide program data reports regularly to Director of Court Services and Judiciary.
- Represent the Pretrial Division as a member of the Criminal Justice Advisory Board (CJAB); collaborate with stakeholders to develop and support strategies that promote justice for all residents and communities in Lycoming County.
- Analyze statistical reports for quality assurance and to identify opportunities for increased effectiveness and improvement; facilitate strategic planning of the Pretrial Division's initiatives through the utilization of data driven measures.
- Publish Division's Annual Report to ensure transparency and accountability.
- Identify needs and advocate for resources which advance equity; ensure services are accessible across diverse communities and provided with fairness and justice.
- Deliver formal presentations, establish and maintain professional partnerships, network and collaborate with community partners and stakeholders.
- Attend in person community meetings and events throughout the County during nontraditional hours; be accessible to community stakeholders and the media; this position requires continuous availability to address emergent matters as they arise.
- Lead the Pretrial Division in achieving our goal of a balanced and restorative system that pays equal attention to:
 - community protection
 - individual accountability, competency development, and rehabilitation
 - victim restoration
- Monitor justice-related legislation for potential implications on the local justice system; strategize to identify solutions for internal and external consideration.
- Participate in State and National professional associations and committees, conferences, and meetings to stay abreast of current trends in the field and to influence and guide advancements in the Criminal Justice System.
- Ensure that the Department adheres to the Pennsylvania Rules of Criminal Procedure.
- Complete 40 hours of professional development training annually, as required by State standards.

- Act as primary language access coordinator for division and work directly with the Office of the District Court Administrator to schedule interpreters when needed.
- Perform additional and/or other duties and work as may be required by the Director in furtherance of the interests of the Court.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in Criminal Justice or a related field; advanced degree preferred
- Four years of experience in management and/or administrative capacity
- Strategic leadership experience managing daily complex operational systems and public service employees
- Possess a strong commitment to public safety
- Excellent oral and written communication skills and the ability to interact constructively and efficiently in diverse environments
- Strong knowledge of the Criminal Justice System and the Rules of Bail
- Knowledge of budgeting principles and practices as applicable to the preparation and control of Departmental budget
- Knowledge of Pennsylvania Labor Laws and standards
- Ability to develop program initiatives
- Ability to develop and implement policies and procedures
- Ability to plan, organize and manage time with efficiency and effectiveness
- Adept in working with people and the willingness to do so with forthrightness, tolerance, understanding and professionalism
- **Embody a positive attitude and exhibit a growth mindset**
- Position requires travel in order to attend meetings, trainings and conferences

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made in accordance with the Americans with Disabilities Act (ADA).

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Drug and alcohol testing is performed on individuals to ensure compliance with specific Court orders. Employees may be exposed to bodily fluids, which can potentially pose health hazards. Personal Protective Equipment is provided. There is further possibility of illness due to frequent contact with the public. Reasonable accommodations may

be made in accordance with the Americans with Disabilities Act (ADA). The noise level in the work environment is usually moderate.

This employee will travel frequently by automobile to individuals' homes, locations within the community, prisons/secured detention facilities, in order to supervise and investigate the assigned caseload; all of which present a certain amount of physical danger. Physical effort is sometimes required during an arrest.

This position is an essential employee, may be required to work non-traditional hours including evenings, weekends, and holidays.

ACT 57:

All new hires by the Lycoming County Adult Probation Department falling under the status of peace officer will be registered in the Municipal Police Officers' Training Commission (MPOETC), training and certification system (TACS).

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