

DAYTON MUNICIPAL COURT

301 W. Third St.
Dayton, OH 45402
937-333-4338

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

JOB TITLE:	PRETRIAL OFFICER I
DEPARTMENT:	Supervision, Probation Division
REPORT TO:	The Chief of Supervision and Deputy Chief of Supervision
STARTING SALARY:	\$55,509
HOURS:	Full-time, 8:00 a.m. - 4:30 p.m. Monday - Friday
POSTED:	August 31, 2026
DEADLINE:	September 18, 2026

JOB PURPOSE AND OVERVIEW

Supervise and monitor pretrial clients (defendants) from the initial referral until their cases are adjudicated. Supervision and monitoring will require specific duties, skills, and expertise on the part of the pretrial officer, as well as the implementation of evidence-based practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

- 1) Attend arraignments at the Montgomery County Jail. Sign new clients onto the program and explain conditions of bond. Provide reporting instructions to new clients. Process "out of arraignment docket" releases, meet with clients at the jail or in the office, and submit paperwork to the appropriate offices.
- 2) Conduct initial office visits with new clients. Assess and address the needs of any high-risk offenders. Refer clients to specialized programs and services such as substance use and mental health assessments, treatment, HIV testing, crisis intervention, housing, rehabilitative programs, and employment assistance, as directed by the judges. Schedule clients for next office visit.
- 3) Provide ongoing pretrial supervision, support, and case management services. Record any changes in client information and monitor attendance and progress in treatment. If directed by a judge or management, perform random drug/alcohol screening and tests, arrange for secure continuous remote alcohol monitoring (SCRAM), and conduct home visits.
- 4) Advise the judges when the status of clients changes and of any new charges, failure to comply with conditions of bond, detainers for probation/parole violations, and cases in other jurisdictions.
- 5) Take corrective action when defendants fail to comply with conditions of bond. This includes evaluating cases, preparing and filing Non-Compliance Reports, requesting warrants, and sending Order to Report letters. Suggest modifications or adjustments to court dates and conditions of supervision.
- 6) If needed, appear and testify in Court, including at pretrial and disposition hearings.
- 7) Organize and maintain confidential information.
- 8) Provide information to treatment providers as needed.
- 9) Contribute to a strong, supportive, and productive team environment.

OTHER DUTIES

- 1) Assist with preparing presentence Investigation (PSI) reports, as directed by the Chief or Deputy Chief of Supervision.
- 2) Assist the Electronic Monitoring Program (EMP) in the absence of an EMP Officer.
- 3) Attend seminars/workshops for professional development.
- 4) Obtain required continuing education credits and training to remain current with National and Ohio Pretrial Services theories and practices.
- 5) Perform any other duties assigned by the Deputy Chief of Supervision/Pretrial Manager or Chief of Supervision.

QUALIFICATIONS AND REQUIREMENTS

Bachelor's degree from an accredited college or university in Criminal Justice, Social Work, Psychology, Sociology, or another relevant field with some work experience preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job, plus:

- 1) Current valid driver's license and good driving record.
- 2) Knowledge of supervision practices and evidence-based practices.
- 3) Knowledge of drug and alcohol testing procedures, drug trends, and forms of use.
- 4) Interviewing skills for pre-sentence investigations.
- 5) Verbal and physical crisis intervention skills.
- 6) Knowledge of criminogenic risk and stages of change awareness.
- 7) Independent judgment and experience working with the public.
- 8) Ability to handle and defuse volatile situations.
- 9) Ability to take instruction from supervisors in oral, written, and diagram form.
- 10) Ability to maintain Ohio Risk Assessment System certification, if needed.
- 11) Ability to learn WEJIS, JusticeWeb, and criminal justice government websites.
- 12) Ability to learn State and City laws, and probation procedures.
- 13) Ability to work as part of the Court team.
- 14) Ability to learn Court security requirements and procedures, including unarmed self-defense training, Active Shooter training, and Court-issued defensive weapon training.
- 15) Computer and electronic equipment knowledge, plus word-processing skills.
- 16) Verbal and written communication skills, including legible handwriting and accurate spelling and grammar.
- 17) Time management and organizational skills.
- 18) Honesty, patience, objectivity, maturity, initiative, adaptability, and effectiveness under stress.
- 19) Professional conduct and attire.

CANDIDATES AND EMPLOYEES ARE SUBJECT TO BACKGROUND CHECKS AND DRUG TESTING

AT-WILL EMPLOYMENT: EMPLOYEES OF THE COURT ARE AT-WILL EMPLOYEES AND SERVE AT THE PLEASURE OF THE COURT.

APPLICATION PROCESS

Please submit a resume with a cover letter and two professional references on or before **September 18, 2026 by 4:00 p.m.** to Ann.Murray@daytonohio.gov or by mail to:

**Ann Marie Murray
Court Administrator
Dayton Municipal Court
301 W. Third St. Room 365
Dayton, OH 45402**