



**Pretrial Monitor**  
**Temporary Full Time Position**  
**\$20.00 per hour**

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The Pretrial Monitor will work within the Community Justice Center (CJC) to implement pretrial services as outlined in Vermont Act 195 to improve our criminal justice system. Pretrial services include performing a risk assessment and substance abuse and mental health needs screenings, compliance monitoring, and data collection.

***Essential Job Functions:***

- Conduct impartial risk assessment and needs screenings of all eligible defendants arrested or cited into court.
- Conduct verification of interview information and criminal history check.
- Monitor conditions of release as ordered by the court.
- Participate in data collection to inform process and outcome evaluation.
- Work closely with the State's Attorney Office, Criminal Court, defense attorneys, Rapid Intervention Community Court, Department of Corrections, and other community stakeholders to create referral and case coordination procedures.

***Qualifications:***

- Bachelor's Degree or equivalent experience in a related field, plus one (1) year relevant work experience.
- Believes in and values a restorative response to crime and conflict.
- Knowledge of criminal justice system and substance abuse, mental health or related community resources.
- Self-starter who is able to work independently and as part of a team; organize work, keep track of details, and follow all work through to completion; and be flexible and exercise sound judgment.
- Relationship-builder who is able to communicate effectively, both verbally and in writing, with a broad range of people, from those who have come into contact with the criminal justice system and might have substance abuse or mental health needs to co-workers, supervisors, judges, attorneys, sheriffs, correctional officers, service providers, and others.
- Must have clear professional boundaries, demeanor, and appearance.
- Skilled in the use of standard software applications. Knowledge of ACCESS or similar data management software recommended.
- Required to enter Correctional Facilities and may be required to work some early mornings, evenings and weekends. Must pass a criminal background check to the satisfaction of the Vermont Department of Corrections.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

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***To Apply: Submit resume, cover letter and a City of Burlington Application to: Human Resources Department, 200 Church Street, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).***

*The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, and national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.*

***WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.***