

# PRETRIAL PROGRAM SPECIALIST

## PROBATION DEPARTMENT CAREER OPPORTUNITY



**Apply Now**



**SALARY \$5,007-\$6,086 MONTHLY**

Recruitment #:1225-RL0505-01



**FINAL FILING DATE:**

**DECEMBER 26, 2025  
AT 11:59 P.M.**

**CONTACT US**



### *Human Resources*

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Have Recruitment Questions?  
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*Offers of employment are contingent upon  
passing a law enforcement background  
check and a drug screening test.*

The San Joaquin County Probation Department is a key player in the justice system, providing safe custodial care for juveniles and adults to enhance public safety. Acting as a vital link between the Courts, the detention system, and the community, the department offers crucial prevention, investigation, and supervision services. Their core values emphasize excellence, professionalism, integrity, and a safe environment, while fostering teamwork and ethical conduct.

As a Pre-Trial Program Specialist, you will play a vital role in supporting the Pre-Trial Services Unit of the Probation Department. In this position, you'll use your strong interviewing skills, attention to detail, and knowledge of social and behavioral sciences to gather and verify critical information about pre-arraignment defendants. Your work directly impacts important judicial decisions, helping courts determine eligibility for release while ensuring public safety. This role offers a mix of investigative, analytical, and interpersonal work, from preparing reports and court documents to interacting with judges, attorneys, and clients. It's an ideal opportunity for someone who is motivated by meaningful, hands-on work in the criminal justice system and enjoys combining careful analysis with compassionate human interaction.

*Greatness grows here.*

## MINIMUM QUALIFICATIONS

**Education:** Completion of 60 semester units at an accredited college or university, including at least 18 units in the social or behavioral sciences.

**Experience:** One year working in a social services, law enforcement or criminal justice setting that included substantial responsibility for interviewing clients as part of case management or law enforcement duties, or to establish program eligibility.

**Substitution #1:** An additional 30 semester college units (including 9 more in social or behavioral sciences) may substitute for the above-required experience.

**Substitution #2:** Additional qualifying experience may substitute for the above-required education on a year for year basis (where one year of experience is equivalent to 30 semester units.)

**License:** Possession of a valid driver's license equivalent to a "Class C" in California.



## WHAT YOU'LL DO - TYPICAL DUTIES

- **Interview and Assess:** Meet with criminal defendants and others to gather accurate and relevant information about their criminal, social, and personal history. Review arrest reports and legal documents to support these interviews.
- **Verify and Research:** Confirm information by contacting references, using criminal justice databases, and reaching out to local, state, and federal agencies as needed. Check for warrants and obtain DMV history when necessary, interpreting records carefully to ensure accuracy.
- **Evaluate and Recommend:** Analyze the information collected, including observed behavior, to determine eligibility for release programs such as Felony Own Recognizance, Citation Release, or Conditional Release. Make informed recommendations based on established criteria and legal requirements.
- **Prepare Reports and Documents:** Create clear and accurate reports, court forms, summaries, and other required documents. Prepare Pre-Trial packets, obtain client signatures on forms like Promise to Appear or Felony Own Recognizance, and deliver paperwork to courts, probation offices, or other agencies as needed.
- **Collaborate with the Justice Community:** Respond to questions from judges, attorneys, probation officers, and other criminal justice professionals. Facilitate probable cause hearings with on-call judges and schedule defendants for court appearances. May be asked to appear or testify in court.

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## MERIT SALARY INCREASES

Employees will receive an annual raise, as long as their performance meets expectations, until they reach the highest salary step within their pay range.

## ADVANCEMENT OPPORTUNITIES

At San Joaquin County, your career can grow with you! If you're performing successfully as a Pre-Trial Program Specialist and recommended by your department, you may be eligible for promotion to Senior Pre-Trial Program Specialist. This advancement brings increased responsibilities and a higher salary—\$5,452.28–\$6,627.29 per month. To learn more about the Senior Pre-Trial Program Specialist role, click the link below:

[Pre-Trial Senior Program Specialist](#)



*Learn more about the department, visit the Probation website today by clicking on the image above*

# PERKS & BENEFITS OF WORKING WITH SAN JOAQUIN COUNTY

sjc

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## engage

SJC Engage is San Joaquin County's employee development and wellness program. It's designed to help you succeed in your career and feel supported both at work and in life. Through SJC Engage, you'll find training and professional growth opportunities, wellness programs, and employee recognition events.

You'll also have access to resources that promote physical, emotional, and financial well-being. From learning new skills to connecting with coworkers and discovering employee perks, SJC Engage helps make the County a great place to work. Explore everything it offers at: [sjcengage.com](http://sjcengage.com)

**The County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans.**

**Other benefits also offered by the County include:**

- 1937 Retirement Act plan with reciprocity with CALPERS.
- 125 Flex Spending Benefits Plan
- A 1% employer contribution to the County's 457 Deferred Compensation Plan
- 14 paid holidays per year

### Employee Assistance Program (EAP)

Confidential counseling and support services are available to all employees and their eligible family members. The EAP provides help with personal, family, and work-related concerns, including stress, mental health, relationships, financial issues, and more. Learn more about our EAP program by clicking on the link below:

[EAP SERVICES](#)

### Work Life Balance

We understand that balancing work and personal life is essential to your well-being. Depending on departmental needs, employees may have access to flexible schedules, hybrid or work-from-home options, and time off to participate in important family or school activities.

### Educational Reimbursement

Through the County's Educational Reimbursement Program, eligible employees, even part-time staff with benefits, may be reimbursed for approved career-related courses. Whether you're sharpening skills or earning a degree, you can receive up to \$850 per year, or up to \$1,600 annually if you're in an approved degree program. That includes help with books and materials!

### Paid Vacation

- Earn up to 10 days per year for the first 3 years.
- 15 days after 3 years, 20 days after 10 years, and 23 days after 20 years.

### Paid Holidays

- 14 paid holidays per year for civil service status employees.

### Paid Sick Leave

- 12 working days of sick leave annually with unlimited accumulation.
- Sick leave incentive: Earn 8 hours of administrative leave if you maintain at least half of your annual accrual limit.

### Loan Forgiveness

The County is also an eligible employer under the federal Public Service Loan Forgiveness (PSLF) Program

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**We're excited to offer the following incentives and bonuses to eligible new hires, subject to approval by Human Resources:**

**Vacation Accrual Rate:** Your vacation accrual will reflect your total years of public service, so we'll make sure your experience counts!

**Sick Leave:** If you're transitioning from another job, you could receive credit for up to 160 hours of non-reimbursable sick leave from your previous employer, in line with our sick leave cash-out provisions.

**New Hire Retention Bonuses:**

- \$2,000 after completing your first year (2,080 hours)
- \$1,000 after completing your third year (6,240 hours)
- \$3,000 after completing your sixth year (12,480 hours)

### Hiring & Incentive Bonuses





# MAKE SAN JOAQUIN COUNTY YOUR NEW HOME!

A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts eight cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

## ARTS, CULTURE, AND RECREATION

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots. The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.

## HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

## EDUCATION

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.

## AGRICULTURE

The county is one of the most agriculturally rich regions in California. Milk is the leading commodity in the area. Grapes, almonds, cherries, and walnuts round out the top crops, with an abundance of other produce. Grapes make up 81,600 bearing acres, much of which are wine grapes. There are over 85 wineries with over 125 different varieties represented within the Lodi Appellation offering opportunities for tasting and special events.

Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

1850

175

2025

GROWING GRADUATES