

**POSTING DATE: Continuous**

**POSITION ANNOUNCEMENT  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
EQUAL OPPORTUNITY EMPLOYER**

**POSITION: Pretrial Warrant Investigator Trainee**  
Pretrial Services Division, Common Pleas Court  
First Judicial District of Pennsylvania

**SALARY: \$33,489 - \$36,542 (G11)**

Applications are being accepted for this position. Qualified applicants may apply by submitting **a cover letter, resume, and a completed application** to the Office of Human Resources, Room 668 City Hall, Philadelphia, PA 19107. **No faxes please.**

**REQUIREMENTS**

1. High school diploma or equivalent.
2. Two years of experience or training in investigation work or in work requiring public contact and the acquisition of facts relative to the process of locating people.
3. Possession of a valid Pennsylvania driver's license prior to appointment and during tenure of employment.
4. Ability to obtain and maintain a valid permit to carry a firearm through the Philadelphia Police Department during tenure of employment.
5. Employment is contingent upon successful completion of psychological, medical and physical fitness examinations, drug screening and background investigation.
6. Ability to perform the essential functions of the position.
7. City residency required within six (6) months of satisfactory completion of an employment orientation period.
8. This is a 24/7 operation. Employees must be able to work rotating shift assignments on weekdays, weekends and holidays. This position is considered an essential service by the District and employees in this position must remain at work or report to work as scheduled in the event of a court closure.

**GENERAL DEFINITION**

This is field work involving verification of information necessary to arrest/apprehend defendants for violation of probation arrest warrants, failing to appear for a judicial hearing, failing to adhere to pre/post trial release conditions, enforcement of electronic monitoring conditions, arrest and the transportation of individuals arrested within the Commonwealth of Philadelphia wants/warrant. The employee is required to work various shifts and may be subject to some degree of physical hazard. Supervision is received from a field supervisor for conformance to prescribed rules and regulations governing assigned duties.

**ESSENTIAL FUNCTIONS**

***The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

- Verifies, through on-the-screen investigation, information furnished by various court documents.
- Conducts investigations to determine whereabouts of persons named on bench warrants.
- Apprehends or subpoenas persons with outstanding bench warrants or probation arrest warrants in accordance with established procedures; enlists assistance of police when necessary.
- Conducts investigations to determine the whereabouts of defendants who fail to comply with conditions of release.
- Advises/warns defendants of consequences of their failure to comply with conditions of release.
- Provides transportation and security in conjunction with apprehension of custody defendants from law enforcement partners and transport to detention facilities.

## **MARGINAL FUNCTIONS**

Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- Some knowledge of the principles, methods and techniques of investigation involving the verification of information.
- Some knowledge of the investigative techniques and social and community factors required in eliciting information from various sources in order to find and possibly apprehend persons involved with the criminal justice system.
- Ability to develop skill in the use and care of firearms as required by work as assignment.
- Ability to establish and maintain effective working relationships with law enforcement and other public agency personnel, associates and the general public.
- Ability to interact with disturbed and/or maladjusted individuals.

**The First Judicial District of Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**

