DEPUTY CHIEF OF PRETRIAL SERVICES OPERATIONS
POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Deputy Chief of Pretrial Services Operations
Court of Common Pleas, Criminal Trial Division
Department of Community Supervision Services

SALARY: $118,320 - $134,351 (G36)

FILING DEADLINE: November 10, 2026

HOW TO APPLY:

To be considered for employment, candidates must complete an employment application and upload a resume on our website at https://fjdcareers.phila.gov/cyberweb and click on Apply Now button to create an account or to log into their existing account.

MINIMUM REQUIREMENTS

1. Bachelor's degree from an accredited college or university in Criminal Justice, Public Administration, Social Work, Psychology, Sociology, Human Services, Behavioral Sciences, or a related field. Master's degree preferred.
2. Eight (8) years of experience in senior management, executive, or director-level role in probation, parole, pretrial services, court administration, criminal justice, behavioral health services, corrections, or a closely related field.
3. Demonstrated experience developing, implementing, or overseeing policies, procedures, programs, operational initiatives, or organizational improvements.
4. Demonstrated ability to lead a complex operation, establish performance expectations, manage competing priorities, and work effectively with executive leadership partners and internal and external stakeholders.
5. Successful completion of interview process.
6. Ability to perform the essential functions of the position.

POSITION SUMMARY

The First Judicial District of Pennsylvania is seeking a highly qualified and experienced professional to serve as Deputy Chief of Pretrial Services Operations. The Deputy Chief serves as the principal executive responsible for the day-to-day operations of Pretrial Services. The selected candidate will work closely with the Chief of Department of Community Supervision Services to advance operational, strategic, and policy objectives.

The Deputy Chief is responsible for providing leadership to a complex operation that includes multiple specialized units, 24-hour functions, court-based services, community supervision, electronic monitoring, and other programs supporting individuals during the pretrial period.

The Deputy Chief of Pretrial Services Operations provides leadership to unit leadership, supervisors, and staff and is responsible for implementing departmental policies; ensuring compliance with applicable laws, established policies and procedures, department and court directives, and evidence-based supervision practices; managing operational resources; providing guidance on complex supervision matters, violation responses, and risk management strategies; promoting officer safety; and fostering collaborative relationships with judges, Court Administration, criminal justice partners, treatment providers, and community organizations. The Deputy Chief exercises considerable independent judgment and discretion in managing critical incidents, directing operational responses, and ensuring the effective delivery of pretrial services.

ESSENTIAL FUNCTIONS

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

Operational Leadership

- Direct and oversee the day-to-day operations of Pretrial Services, including specialized units, programs, and 24-hour functions.
- Ensure effective management oversight, appropriate staffing coverage, and continuity of operations across all functions, including emergency operational needs.
- Establish operational priorities, allocate resources, and ensure the effective and timely delivery of pretrial services.
- Monitor operational performance, identify areas for improvement, and implement strategies to enhance efficiency, effectiveness, and public safety outcomes.
- Ensure consistent implementation of evidence-based pretrial practices, operational policies, and departmental standards.
- Exercise independent judgement and decision-making authority in resolving complex operational and administrative matters.

Personnel Leadership and Development

- Direct, supervise, mentor, evaluate, and develop unit leadership, supervisors, and staff.
- Establish clear performance expectations and promote accountability, professionalism, and continuous improvement among staff.
- Assess operational staffing needs and recommend organizational and staffing adjustments to support departmental priorities.
- Support leadership development, employee advancement, and succession planning to strengthen organizational capacity.
- Foster a culture of collaboration, professional development, and high ethical standards.

Pretrial Investigation and Supervision

- Direct the administration of bail interviewing, risk assessment, supervision, and court reporting functions.
- Ensure the timely and accurate preparation of reports and recommendations for the Court.

- Oversee supervision practices designed to promote court appearance, support compliance with release conditions, and minimize unnecessary detention.
- Ensure consistent implementation of policies, procedures, and standards governing electronic monitoring and pretrial supervision practices.

Policy Implementation and Quality Assurance

- Implement departmental policies, operational procedures, and court directives throughout Pretrial Services.
- Evaluate operational practices, identify areas for improvement, and recommend strategies to enhance effectiveness.
- Ensure compliance with applicable statutes, court rules, accreditation standards, and evidence-based practices.
- Collaborate with the Deputy Chief of Strategic Initiatives and Organizational Support on policy development, quality assurance initiatives, data analysis, and performance improvement efforts.

Strategic Planning and Collaboration

- Participate in departmental strategic planning and organizational initiatives.
- Collaborate with judges, Court Administration, Adult Probation and Parole leadership, law enforcement agencies, prosecutors, defense counsel, treatment providers, and other criminal justice stakeholders.
- Represent the Department at meetings, committees, conferences, and public events.
- Support the development and implementation of innovative initiatives that improve pretrial outcomes and advance the Department's public safety mission.

Fiscal and Administrative Oversight

- Participate in budget planning and resource allocation for Pretrial Services operations.
- Identify operational resource needs and recommend staffing, equipment, and program improvements.
- Collaborate with the Deputy Chief of Strategic Initiatives and Organizational Support on budget administration, grant management, technology initiatives research, performance reporting, procurement, and other administrative support functions.

Reporting and Accountability

- Prepare executive reports, operational summaries, recommendations, and presentations for the Department Chief and court leadership.
- Monitor operational performance and ensure accountability through established performance measures, audits, and quality assurance processes.
- Utilize operational data to identify trends, evaluate program effectiveness, and support informed decision-making.

MARGINAL FUNCTIONS

- Resolves complaints, grievances, and administrative concerns.
- Participates in committees, task forces, and special projects as assigned.
- Performs other related duties as required.

WORK ENVIRONMENT

Work is performed primarily in professional office, court, and pretrial services environments, with periodic travel to correctional facilities, treatment providers, community locations, meetings, and conferences. The position may require occasional evening, weekend, or emergency response duties to support operational needs and ensure continuity of operations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of pretrial practices, court operations, and criminal justice systems.
- Knowledge of evidence-based supervision practices, risk/needs assessment principles, and community supervision strategies.
- Strong leadership, organizational, analytical, and decision-making skills.
- Ability to manage complex programs, personnel, and organizational initiatives.
- Excellent written and verbal communication skills.
- Ability to develop policies, procedures, reports, and executive presentations.
- Ability to establish effective working relationships with judges, court administrators, staff, government officials, and justice partners.
- Experience implementing operational improvements or evidence-based practices resulting in measurable outcomes.
- Proficiency with Microsoft Office, criminal justice information systems, data reporting platforms, and administrative technology.

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