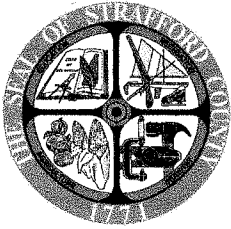


**Employment Opportunity at Strafford County Community Corrections:**

Strafford County Community Corrections Community Supervision Team is accepting resumes of interested, qualified candidates for a full-time Pre-Trial Case Manager. Qualified applicants must possess an Associate's Degree or Bachelor's Degree in a related field or have at least 2 year's professional experience in the criminal justice system. Applicants must be a NH Certified Correctional Officer or have the ability to become a NH Certified Correctional Officer, and have experience working with the substance abuse and mental health population.

Interested applicants please email resume, cover letter, and signed PREA form to Will Britton, Community Supervision Director email: [wbritton@co.strafford.nh.us](mailto:wbritton@co.strafford.nh.us). Deadline for applicants is August 8, 2025 at 10:00am.

Strafford County is an Equal Opportunity Employer.



# **Strafford County Department of Corrections**

## **Job Description**

---

### **JOB TITLE:**

**Pretrial Officer – Case Manager for Community Supervision Team, Strafford County Community Corrections.**

### **POSITION SUMMARY:**

Under the day to day supervision of the Director of Community Supervision and administratively under the supervision of the County Administrator. Performs a variety of tasks concerning the behavior and activities of participants while implementing and enforcing court orders and program rules.

### **QUALIFICATIONS:**

- High School Diploma, GED, Associate's degree, or Bachelor's degree from a recognized college or university with major study in criminal justice, public administration, psychology, social services or related field.
- Appropriate experience may be considered in lieu of degrees. two years' experience in corrections, probation, parole, mental health, law enforcement, addiction treatment or related work.
- Good physical and mental health.
- Ability to work as an individual and also as a team member.
- Excellent written and oral communication skills.
- Ability and willingness to follow orders promptly and accurately.
- Ability to work weekends if ever necessary.
- Ability to be on call 24/7 for case management emergencies.
- Ability to become a NH certified correctional officer.
- Ability to recognize anti-social behavior and to analyze and identify motivating factors underlying criminal behavior for the purpose of developing corrective action.
- Ability to deal with participants on an unbiased, professional basis.
- Knowledge of the substance abuse and mental health and general resources, specifically offered in Strafford and Rockingham County.

**SUPERVISION:**

The Pretrial Officer will directly supervise participants assigned to the program.

**RESPONSIBILITIES:**

The Pretrial Officer will be responsible for:

1. Following all federal, state and local laws.
2. Following departmental Operational Guidelines.
3. Maintaining appearance appropriate to assigned duties as determined by the Director.
4. Performing as a positive role model.
5. Conducting intake interviews for participant contract signing with appropriate emphasis on adherence to rules.
6. Establishing and maintaining effective working relationships with other law enforcement agencies, court officials, collateral agencies and the general public.
7. Monitoring nightly check- in phone calls.
8. Implementing and enforcing court orders, including filing of motions for revocation and arrest of program participants; prosecuting violations in court when appropriate.
9. Checking that all participants are entered into the jail data computer system and arranging booking if they have not.
10. Working effectively with problematic individuals and making independent decisions in the field relative to participant adjustment, to include using disciplinary reports and community service as tools to enforce program rules.
11. Monitoring and recording data on participants in order to analyze progress in compliance with court orders, and to maintain uniform case management documentation.
12. Performing random drug tests accurately, providing proper documentation and follow-up.
13. Ability to setup and operate the drug testing machine.
14. Attending court appearances as appropriate and providing information and/or recommendations regarding participants.
15. Performing any and all other duties as assigned.

**STARTING PAY:** 1. \$28.42/HOUR

**BENEFITS:** 1. Full County Benefits

Interested applicants please email resume, cover letter, and signed PREA form to Will Britton, Community Supervision Director email: [wbritton@co.strafford.nh.us](mailto:wbritton@co.strafford.nh.us). Deadline for applicants is August 8, 2025 at 10:00am.

Strafford County is an Equal Opportunity Employer.

**Strafford County Department of Corrections**  
**Job Description**

---

You are being asked the following questions to comply with the Federal Prison Rape Elimination Act (PREA):

Have you ever engaged in sexual activity in the community facilitated by force, the threat of force, or coercion?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of domestic violence? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of stalking? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted for sex offenses committed in the community?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever engaged in any type of sexual misconduct either in the workplace or the community? Yes  
\_\_\_\_\_ No \_\_\_\_\_

If you answered 'Yes' to any of the above questions, please explain:

---

I have read and understand the job description of a Community Supervision Case Manager and agree to carry out my assigned duties in an ethical and responsible manner. I understand I will be on probation for a period of six months and that period may be extended at the request of the Superintendent. I have also read the questions pertaining to the Prison Rape Elimination Act and have answered truthfully.

---

Signature

---

Date