

PROBATION OFFICER I – ADULT PROBATION

REPORTS TO: Supervisory Probation Officer

JOB DESCRIPTION

SUMMARY OBJECTIONS:

This entry-level position involves the administration of criminal justice, supervising individuals on probation or parole. Work is accomplished through the assignment of a caseload of individuals for which the employee is responsible. As a representative of the Court, the Probation Officer I is responsible to provide legal accountability through enforcement, intervention, and redirection as required/needed by individuals on probation/parole supervision. Work includes performing presentence investigations or managing a caseload assigned on a geographic basis.

POSITION DUTIES AND RESPONSIBILITIES

- Completes presentence investigations by gathering information through interviews with defendants, victims, families and police departments.
- Conducts field, office, phone and video contacts with individuals on supervision.
- Refers individuals on supervision to the appropriate programs/services/interventions, sets goals and assesses progress.
- Utilizes an assessment tool to develop treatment/supervision plans.
- Maintains organized, comprehensive and accurate case notes.
- Attends and testifies in revocation/violation and other court hearings in order to make recommendations and provide input pertaining to an individual's supervision.
- Serves warrants, makes arrests, assists on transports and conducts searches.
- Performs urinalysis and breathalyzer testing on offenders as needed.
- Provides crisis intervention as needed.
- Works collaboratively and maintains written and verbal contact with service providers, attorneys and collateral contacts.
- Attends training opportunities as requested or required.
- Participates in committees and enhances community partnerships.

OTHER DUTIES

Perform other related duties as required to support the operation of the Department or at the direction of the Chief Probation Officer.

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree with major course work in criminal justice, psychology, social work, counseling or a closely related field, or any equivalent combination of acceptable training, college credits and work-related experience.
- Knowledge of the principles and policies of the adult probation and parole system, including statutes, rules and legal precedent.
- Knowledge of casework principles and practices.
- Knowledge of the principles of evidence-based practices in adult probation and parole services.
- Knowledge of various computer systems used by the Adult Probation Department including Automon, CPCMS, KEA, JNET, CRN, Odyssey and Microsoft Suite.
- Ability to prepare and maintain accurate and complete records for use by others.
- Strong organizational skills.
- Strong written and verbal skills.
- Strong interviewing and investigation skills.
- Strong professional ethics.
- Criminal background check, urinalysis and a psychological evaluation required.
- Valid driver's license.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.