



CLASS SPECIFICATION FOR:

County Probation Officer

General Statement of Duties:

Performs local probation supervision and case management duties in the Community Corrections Program in accordance with best practices; does related work as required.

Distinguishing Features of Class:

An employee in this class supervises a caseload of court-referred adult offenders. Probation Officers utilize effective communication skills and assessments to engage clients in services and to enhance motivation for change. An employee operates within best practices for Community Corrections and in accordance with Program and DCJS standards. General supervision and guidance are received from a Probation Services Supervisor.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Supervises a caseload of court-ordered adult offenders according to client risks and needs;
- Conducts intakes, interviews and assessments;
- Develops a case plan to address criminogenic needs;
- Refers clients to, and consults with community service and treatment providers to assess clients' needs and monitor progress;
- Directly observes and tests clients for alcohol and illegal substances;
- Monitors clients' progress with court ordered conditions and case plan goals;
- Performs crisis intervention as necessary;
- Enters documentation on each client in pc database and files paperwork in hardcopy file;
- Corresponds with and testifies in court regarding client's status;
- Monitors client payment of program and court fees;
- Supervises assigned student interns;
- Performs related work as assigned; flexible work schedule to meet department needs.

Required Knowledge, Skills and Abilities:

Knowledge of the criminal justice system, human behavior and interventions, case management, substance abuse, domestic and sexual violence, community resources, and best practices in community corrections. Skilled in verbal and written communication, interviewing, effective communication/motivational interviewing, problem solving, and basic computer operation. Demonstrated ability in time management, organization, prioritizing tasks, learning and using various software applications, personal accountability, holding clients accountable, teamwork, and establishing and maintaining positive relationships with stakeholders, customers and colleagues.

Minimum Education and Experience:

Education: Possession of a bachelor's degree in social work, criminal justice field, or human services field;

Experience: One (1) year of related work experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

G.B.R.0084

Career Code:

Date of last Revision: 08-Mar-2012

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.