



CLASS SPECIFICATION FOR:

Senior County Probation Officer

General Statement of Duties:

Serves as a lead worker for Probation Officers, while performing supervision and case management duties in the Community Corrections Program; recruits and provides supervision to volunteers and interns; performs related work as required.

Distinguishing Features of Class:

The employee in this class serves as the lead Probation Officer, fully implementing Evidence-Based Practices, effective communication skills and strategies, risk assessments and case plans. This Officer provides oversight of volunteer and internship program and supervises offenders under program supervision. In addition, the incumbent assists the Community Corrections Unit Supervisor with various administrative duties related to agency standard operating procedures and state standards. The employee operates within best practices for Community Corrections and in accordance with Program and DCJS standards. General supervision is received from the Community Corrections Unit 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 in accordance with Evidence Based Practices and industry best practices;
- Provides assessments, referrals, and coordination of offender services with community based agencies;
- Refers clients to, and consults with community service and treatment providers to address clients' needs;
- Creates, implements and monitors case plans with offenders;
- Monitors clients' progress with court ordered conditions and case plan goals;
- Utilizes effective communication skills to enhance offenders' motivation to change;
- Submits correspondence and written reports and provides verbal testimony to courts regarding the offender's status;
- Communicates, both orally and in writing, with other community corrections programs regarding shared clients;
- Maintains offender files and computer database management system;
- Accurately documents all contacts and correspondence;
- Conducts intakes, interviews and assessments and develops a case plan to address criminogenic needs;
- Directly observes and tests clients for alcohol and illegal substances;
- Performs crisis intervention as necessary;
- Monitors client payment of program and court fees;
- Approves supervision of cases transferred to or from other probation services programs;
- Reviews and approves correspondence and reports to the court;
- Approves closure of cases in database;
- Conducts regular case file reviews to ensure compliance with state standards;
- Serves as the Community Corrections Unit Supervisor in their absence;
- Participates on agency/interagency work teams as assigned;
- Recruits and provides supervision to volunteers and interns including scheduling and communicating relevant data;
- Communicates with County Volunteer Coordinator and area University degree program staff to promote internship opportunities and recruitments;
- Assists reviewing quarterly reconciliation reports;
- Maintains current knowledge of trends, best practices and guidelines in community corrections, human behavior and interventions, case management, substance abuse, domestic and sexual violence, and community resources;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Thorough knowledge of the criminal justice system, best practices in community corrections, human behavior and interventions, case management, substance abuse, domestic and sexual violence, and community resources; thorough knowledge of human behavior and substance abuse theory and treatment; knowledge of the criminal justice system and of current socioeconomic trends and problems; ability to work independently; ability to accurately and



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Required Knowledge, Skills and Abilities continued:

consistently interpret and apply complex laws, regulations and policies; ability to make and implement case management decisions; ability to solve problems in response to a variety of case management, supervisory and operational issues; critical thinking and problem solving skills with the ability to cost effectively and appropriately solve problems, make appropriate case management decisions and implement decisions; ability to work independently and to lead, supervise and partner effectively; strong oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing; ability to multitask to complete assigned duties and effectively manage competing priorities; excellent time management skills; ability to establish and maintain a good working relationship with County staff at all levels, clients and a diverse community of stakeholders and participants in the judicial system; good supervisory skills including good training skills and the ability to effectively manage workloads and/or projects and to foster and maintain teamwork, high morale and employee engagement; strong computer skills with ability to use computer and typical business software, proprietary software, and required web interactions; physical condition that permits the activities necessary in and inherent to the assigned duties and related activities; personal accountability including positive teamwork and establishing and maintaining positive relationships with stakeholders, customers and colleagues; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the department and County. Requires ability to work a flexible schedule flexible work schedule to meet the department needs.

Minimum Education and Experience:

Education: Four (4) year degree in social work, criminal justice or other relevant field;

Experience: One (1) year of work experience in a community corrections, criminal justice, or social work setting; OR, two (2) years of related work experience for a bachelor's degree in other relevant field;

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

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Must be able to work a flexible schedule flexible work schedule to meet the department needs
- May require a valid driver's license.