

Position Title: Probation Officer**Department: Probation****Reports To: Chief Probation Officer**

Purpose of Position

The purpose of this position is to supervise probationers and parolees, monitoring activities to ensure that conditions are met, and providing information and assistance as required.

Essential Duties and Responsibilities:

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

- Supervises probationers and parolees; establishes conditions for probationers and parolees; arrests and detains probation and parole violators; administers drug and alcohol tests; refers clients to local counseling and assistance agencies as appropriate, and performs follow-up; acts as liaison between clients and judges or attorneys; provides counseling to clients and their families.
- Completes pre-sentence investigations; holds and testifies at revocation hearings; attends and participates in arraignment and guilty plea hearings; schedules sentencing dates; writes-up parole orders; computes guideline sentencing scores and completes guideline sentencing forms; investigates and writes up court order furloughs; performs background checks for Judge and District Attorney; notifies attorneys of hearings, paroles, guidelines, etc.
- Discusses special cases with Defense Attorneys, District Attorney, Judges, Police, and other probation departments.
- Detains juveniles on on-call basis; transports juveniles to detention and placements.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Criminal Justice or a related field with two to four months law enforcement, court or similar experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions:**Physical Requirements**

- Ability to operate a variety of office equipment including personal computer, printer, typewriter, copier, fax, telephone, etc.
- Ability to operate intoximeter and other drug testing equipment.
- Ability to operate a motor vehicle.
- Ability to operate electronic monitoring equipment.
- Ability to operate handcuffs, leg irons and other restraining devices.

Mathematical Ability

Ability to add, subtract, multiply, divide and calculate decimals and percents

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including psychological evaluations, school records, police records, pre-sentence investigations, diagnostic reports, medical records, insurance forms, Sentencing Guideline Manual, Detention Handbook, policy and procedure manuals, etc.
- Ability to prepare a variety of documents including sentencing guidelines, pre-sentence investigations, Parole Orders, revocation forms, work-jail and work-release forms, court recommendations, juvenile detention forms, case notes, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret legal terminology.
- Ability to communicate effectively with Judge, District Attorney, attorneys, clients and their families, victims, Probation Officers, drug and alcohol and mental health counselors, police, employers, placement personnel, sales representatives, and others verbally and in writing.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to work effectively in potentially hazardous situations.

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