



# PROBATION OFFICER JOB DESCRIPTION

Job Title: **Probation Officer**

Job Code: **PD110**

Pay Grade: **20**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **October 2007**

## NATURE OF WORK

Under limited supervision, coordinates and performs a variety of probation functions on behalf of the Lewis County Probation Services Department; manages and coordinates assigned case load; performs risk assessments and develops client case plans; monitors and enforces defendant compliance with court orders; initiates court action for non-compliance; prepares and maintains case records; and performs other related duties as assigned.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Researches and investigates defendant criminal histories; obtains information regarding current and past conduct and/or arrests and convictions of offenders.
- Prepares and submits pre-sentence reports to judges, prosecutors, and defense attorneys; provides case summaries, criminal histories, defendant statements, and driver's records.
- Interviews defendants and convicted criminals; conducts risk assessments and evaluates defendants risk to public safety; determines appropriate levels of supervision required.
- Administers preliminary breath tests and supervises urinalysis testing as ordered by the Court and/or as deemed necessary.
- Works in conjunction with clients to develop and implement plans of action that facilitate positive changes in behavior; schedules and meets with defendants on a monthly basis.
- Monitors defendants for compliance with court orders; discusses with defendants issues of non-compliance and resulting actions to be taken; prepares violation reports.
- Distributes violation summaries to judges, prosecutors, and defense attorneys.
- Initiates prosecutorial and/or judicial review for non-compliance by defendants.
- Drafts evidentiary summaries and provides testimony at show cause hearings.
- Prepares, updates, and maintains case records and files; documents all case activity.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment; subject to sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 25 pounds; exposure to potentially hostile defendants is involved.

## EMPLOYMENT STANDARDS:

Bachelor's Degree in Criminal Justice or a closely related field; AND one (1) year probation experience.

Successful completion of the Criminal Justice Training Commission's Adult Services Academy and a valid Driver's License are required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Probation Services operations, policies, and procedures.
- Judicial processes and procedures.
- Court orders and other applicable legal documentation.
- Principles and practices of case management.
- Probation records, reports, and documentation.
- The National Crime Information Center (NCIC) computer system.

**Skills in:**

- Coordinating and performing a variety of probation functions.
- Interviewing defendants, performing risk assessments, and developing case plans.
- Conducting investigations and monitoring defendants for compliance with court orders.
- Initiating court action for violations in probation by defendants.
- Preparing and maintaining probation/case records, reports, and documentation.
- Establishing and maintaining effective working relationships with other staff, court and jail personnel, outside agencies, treatment providers, clients, and the general public.
- Communicating effectively verbally and in writing.