

PROBATION OFFICER 1304

SUPERIOR COURT/PROBATION SERVICES

REPORTS TO: Chief Probation Officer / Senior Probation Officer

FLSA STATUS: Non-Exempt

CLASSIFICATION: Non-Personnel System

PAY GRADE: 13

Purpose of Job

The purpose of this job is to supervise persons serving misdemeanor probation sentences or participants in a pre-trial intervention program. Work includes, but is not limited to, monitoring all aspects of a probationer's compliance with reporting, payment of fines and fees, completion of community service work, and completion of required courses, treatment programs and other conditions of probation. Performs other duties as assigned.

Essential Duties and Responsibilities

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

Supervises persons serving misdemeanor probation and/or participating in a pretrial intervention program.

Monitors and documents probationers' compliance with sentence requirements (including reporting, fine and fee payment, performance of community service, and completion of courses, evaluations, counseling and treatment programs.

Regularly participates in drug testing training, and alcohol & drug training, in order to provide proper supervision.

Performs initial intake assessment of the probationers and their needs upon entering the program.

Conducts work and home assessment checks.

Responsible for notifying sentencing judge of probationer's non-compliance, including preparation of petitions to revoke probation, probation warrants, tolling orders, and other documentation as needed.

Prepares petitions to revoke probation and/or probation warrants for probationers having violated the terms and conditions of their court ordered probation agreements.

Attends revocation hearings and makes recommendations as requested by sentencing judge.

Attends and participates in various staffing, and group counseling sessions with probationers to increase the chances of a successful probation period.

Establishes and updates dispositional reports, summaries and case files, including all necessary legal documentation for revocation hearings.

Assesses, collects and accounts for court imposed fines and fees as paid by probationers.

Receives, researches and responds to concerns, inquiries and complaints from employers, various law enforcement agencies, and the general public.

Performs drug screening/assessments and coordinates services required when indicated.

May function in an on-call capacity to support law enforcement needs.

Establishes appropriate location for community service requirements with each offender.

Explains how to register and participate in any course work or assessments required by the court.

Participates in continuing education to maintain professional competence and certification.

Performs other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of judicial and probation planning, case management, and rehabilitation principles, practices, procedures and systems. Knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work. Knowledge of available community resources and social service resources for application to functional area of responsibility. Ability to maintain effective records maintenance and file management systems. Ability to present information and respond to questions regarding functional area of assignment. Ability to read, analyze and interpret professional periodicals and journals, technical procedures, and legal documentation. Knowledge and skills in operating personal computers, standard office equipment and software applications, e.g., word processors, database software, spreadsheet applications. Ability to establish and maintain effective working relationships and communications with probationers, family members, social service agencies, co-workers, department management, members of the judiciary, and the general public. Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction. General working knowledge of NCIC/GCIC computer terminal system. Ability and appropriate license to operate motor vehicle, mobile communications equipment and surveillance equipment. Ability to work independently, plan, organize and prioritize daily assignments and work activities.

Minimum Training and Experience Required to Perform Essential Job Functions

Completed a two-year college course of study in criminal justice technology (90 quarter hours/60 semester hours), or completed a minimum of two years of criminal justice or political science at a four-year college, or four years of certified law enforcement, investigation or probation supervision experience is required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Position requires a twelve-month probationary period. Requires the ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officers Standards and Training Act and the Georgia Crime Information Center/National Crime Information Center requirements for Practitioner Certification within one year from date of hire. Must possess a valid driver's license and be able to obtain a Georgia driver's license within one year.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including a two-way radio, van, firearm, handcuffs and telephones. Must be able to use body members to work, move or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light work. May be required to physically restrain hostile persons of much greater size. May be required to physically defend oneself from violent physical attack by persons with intent on inflicting serious bodily injury or death.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of reports, invoices, orders, and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare jury trial, jail call and daily court calendars, jail information records, payrolls, and criminal cases pending reports, using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques to acquire and be able to expound on knowledge of topics related to primary occupation and to make independent judgments in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages including law enforcement and police communications terminology.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas, add and subtract totals multiply and divide utilize and determine percentages.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment (e.g., rulers, yardsticks, etc.).

MOTOR COORDINATION: Requires the ability to coordinate hands, fingers, and eyes accurately in using computers, fax machines, typewriters, and other office equipment. Requires the ability to coordinate hands and eyes in using office and law enforcement equipment. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as computers, fax machines, and other office equipment. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye-hand-foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate between colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone, two-way radio, etc.