

# TRI-COUNTY PROBATION

FREMONT-MADISON-TETON

PO Box 389 / 159 East Main

Rexburg Id. 83440



## **Adult Misdemeanor Probation Officer**

Position will be funded as Madison County employee serving in an assigned area within Fremont, Madison, and Teton Counties. Annual salary will be in the range of \$29,000 to \$30,331 plus benefits. Salary is commensurate with experience.

You may pick up an application at the Tri-County Probation Department located in the Madison County Courthouse or online at: <http://www.co.madison.id.us>

Please remit application and resume  
(include a list of references) to:

Madison County Courthouse  
Director, Tri-County Probation  
P.O. Box 389  
Rexburg ID 83440

**This announcement closes at 3:00 p.m. on Friday, September 20th, 2013. All applications and resumes submitted via U.S. Postal Service must be received by announcement deadline. *Faxed copies will NOT be considered.***

### **Definition of Work**

Under direct supervision of the Tri County Director/Drug Court Coordinator, probation officers serving in their respective counties will be responsible for case management and supervision of court ordered misdemeanor offenders; will assist in the administration of the LSI-R; conduct frequent and random drug testing; coordinate the utilization of community-based services such as health and mental health services, drug and alcohol treatment, education, job skills training and placement; will ensure probationers are compliant with the order of the court; attend court and make recommendations as deemed appropriate.

### **Essential Job Functions**

Position may not include all duties listed, nor do the examples cover all the duties that may be performed.

Perform various ongoing case management functions of an intense/specialized case load; perform needs assessment, including LSI-R; conduct detailed investigations of client's social history including physical environment, family and peer relationships, emotional history, etc.; attend court procedures and offer recommendations; supervise or conduct collection of drug screens; arrange community service; conduct home visits; employment

verification; develop law enforcement and corrections linkage to improve coordination and communication.

Maintains various files to document written verification of client attendance at ordered meetings, therapy, counseling classes, etc.; updates file records into a data base to show progress and completion; efficiently collect probation fees.

Participate in court hearings and staff meetings by providing progress reports, making recommendations, and identifying supervision and ancillary service needs.

Maintain sufficient records and reports as required by the courts and grant management; may be required to assist in grant writing and maintenance.

Perform other duties as directed

### **Required Knowledge, Skills, and Abilities**

Working knowledge of the justice system; procedures related to a variety of court processes, including drug court; considerable knowledge of the principles of probation supervision; interpersonal communications and public relations; legal terms and definitions; problem solving planning and goal setting techniques.

Ability to analyze, appraise and assess problematic situations and intervene appropriately. Considerable knowledge of criminalgenics, drug and alcohol addiction, treatment modalities, crisis intervention and treatment resources in the three county area.

Ability to communicate effectively both verbally and in writing; direct and maintain confidentiality in managing sensitive legal issues and cases; operate a variety of types of office machines; personal computer operations; develop effective working relationships with elected officials, legal professionals, subordinates, agitated/aggressive people and the public; ability to work effectively with others as a team.

### **Minimum Qualifications**

1. Two years experience performing above or similar duties.
- OR
2. An equivalent combination of education and experience.
3. Ability to meet P.O.S.T. qualifications for certification.