



**Class Title: Probation Officer (Juvenile)**

**Pay Grade: 7**

**FLSA Designation: Covered**

**Established: 6/19**

**Revised: 9/22**

### **Class Summary/Primary Function**

The principal function of an employee in this class is to supervise court-ordered probation of juveniles and/or adults. The work includes performing preliminary and ongoing case management functions and preparing and processing support documentation for professional recommendations to the Court. Work is performed under the direct supervision of the Chief Probation Officer and general direction is given by County Commissioners and the Municipal Court Judge. The principal duties of this class are performed in a general office environment; on-call assignments, travel, and field and home visits are a required part of this job.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Performs various preliminary and ongoing case management functions and assists offenders from probation and/or pretrial services in the development and implementation of individualized plans to meet conditions set by the court;
- Conducts criminal record history review and risk/needs assessments to identify problem areas, including chemical dependency, mental illness, domestic violence, and family issues.
- Prepares support documentation for professional recommendations, offers in-court recommendations, and makes recommendations to hold in custody or release defendants based upon current circumstances for probation and/or pretrial service cases.
- Establish, maintain and interact effective working relationships with law enforcement, attorneys, jail, coworkers, court personnel, and the general public.
- Communicate effectively both verbally and in writing to audiences of various social, cultural, ethnic, educational, and economic backgrounds.
- May assist with the facilitation of pretrial services tasks for criminal background screening and supervision releases utilizing the pretrial service standard operating procedures.
- Maintain contact and correspondence with the court, community agencies, offenders, physicians, treatment sources, and other applicable interests in order to supervise compliance and progress of cases.
- Manages and maintains a comprehensive log of contacts, information obtained and actions taken relative to probation and/or pretrial service cases. Manages case files and filing.
- Performs a variety of fieldwork to determine offender compliance with probation terms and conditions as outlined in department policy.
- Consults with a supervisor regarding the most appropriate disposition of difficult or unusual cases.
- Provide general clerical duties including; operating and using basic office equipment, retrieval of documents from filing systems, receipt/billing of payment obligations, and handling requests for information/data.
- Administers and interprets urinalysis drug tests
- Utilize word processing software to create various documents, reports, and electronic information.

- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures.
- Pursue personal development of skills and knowledge necessary for the effective performance of the role of Probation Officer
- **Other Duties and Responsibilities**
- Performs other related duties as required.

### **Competency Requirements:**

Knowledge of:

- Court processes and procedures; legal terminology;
- Interviewing techniques;
- Laws governing probation compliance and sanctions;
- Interpersonal communications and public relations;
- Judicial and criminal justice system processes;
- Problem-solving, planning, and goal-setting techniques.

Ability to:

- Develop effective working relationships with clients, court officials, resource agencies, agitated/aggressive people, County employees, and the public;
- Communicate effectively with people of all ages and backgrounds;
- Diffuse angry and upset or aggressive individuals;
- Direct and maintain confidentiality in managing sensitive legal issues and cases;
- Understand, interpret and apply laws, resolutions, ordinances, codes, and contracts;
- Use appropriate independent judgment to interpret data and information regarding the disposition of defendants in a court setting and assess risk to the public.
- Communicate Court procedures and legal terminology verbally and in writing in clear, understandable terms to audiences of varying sophistication and knowledge of the legal system.
- Communicate effectively verbally and in writing to audiences of social, cultural, ethnic, educational, and economic backgrounds.
- Prepare accurate and complete written informational documents regarding the status of defendants along with reasonable recommendations.
- Operate a variety of standard office equipment;
- Respond to citizen requests in a courteous manner;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Make sound and reasonable decisions by following laws, ordinances, regulations, and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Minimum Experience and Training**

- High school diploma or equivalent.
- Must possess a valid Idaho Driver's license
- Must meet IDAPA and POST Certification
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

## **Preferred Qualifications**

- Bachelor's degree with a major in social sciences, psychology, criminal justice, or related field
- Previous related work experience
- Bilingual in English and Spanish

## **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to prepare, process, and maintain various court-ordered documents and reports and monitor client compliance;
- Mental application utilizes memory for details, emotional stability, discriminating thinking, and guided problem-solving;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, so the employee can work in an office setting and travel to various sites for client contact or compliance. The employee may occasionally be exposed to agitated/aggressive people where physical self-defense is necessary.
- Sufficient personal mobility, agility, and flexibility, with or without reasonable accommodation, so that the employee can stand or sit for long periods of time, move between work stations, lift up to 50 pounds, and work in a communications center environment.
- Jobs in this class require performing repetitive hand movements in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.