

LEMHI COUNTY

JOB ANNOUNCEMENT

TITLE: PROBATION  
JUVENILE - ADULT MISDEMEANOR

START DATE: April 26, 2010 or as soon as possible

HOURS: 1 Full Time Position – 40 hours per week

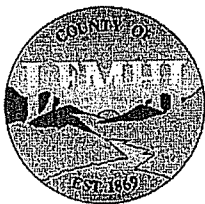
WAGE: SALARY - \$10.00 to \$14.00 per hour depending on experience.  
Benefits include vacation, sick leave, medical insurance and retirement package.

DEADLINE: Applications will be accepted through April 16, 2010 at 5:00 p.m.  
at Job Service.

See Attached Job Description for functions and minimum qualifications.

**Applicants will be subject to criminal background check & drug screening.**

**Lemhi County is an equal opportunity/affirmative action employer**



## **LEMHI COUNTY**

**Class Title: Probation Officer**

**FLSA Designation:**

**Pay Grade:**

### **Purpose Of Class/Primary Function**

The primary function of an employee in this class is to supervise a caseload of offenders to monitor compliance with court-ordered terms of probation for the protection of the community. A Probation Officer may be assigned to adult misdemeanor or juvenile cases. Work includes monitoring compliance with court orders and sentencing requirements, monitoring and maintaining payment records, compiling and maintaining case files, recommending further conditions of probation, or initiating petitions to revoke probation. The work is performed under the general direction of the Probation Administrator with considerable latitude granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment although some fieldwork may be required to determine client compliance with probation terms and conditions. The position includes exposure to potential personal danger and often includes working irregular hours.

### **Essential Duties and Responsibilities**

- Manages an assigned caseload of offenders and supervises court-ordered probation for juvenile and misdemeanor defendants;
- Attends dispositions, meets with clients and instructs in probation obligations, regulations and practices;
- Conducts records checks and detailed investigations of client social history including physical environment, family and peer relationships, emotional history, education, and related factors;
- Prepares detailed history reports for submission to courts and as support documentation for professional recommendations;
- Establishes and maintains contacts with key individuals involved in the cases and case compliance (such as detectives, attorneys, judges, parents, teachers, counselors, etc.);
- Coordinates with various agencies and apprises of client contract obligations; provides copies of documentation, orders and related materials;
- Establishes and maintains a case file on each offender, scheduling appointments for established periodic visits;
- Supervises individual offenders for compliance with court orders and sentence requirements;
- Prepares referrals for mental health, counseling, substance abuse, or other evaluations and treatments and monitors attendance at and progress of treatment;
- Receives and reviews monthly or other periodic reports from treatment providers on offenders and takes appropriate remedial actions as necessary;
- Administers drug and alcohol testing;
- Enters data, payment terms and payments in ISTARs computer system;
- Maintains payment records; prepares and distributes payment failure notices; prepares orders to court for failure to pay;
- Prepares affidavits, motions and orders, warrants of arrest and other legal documents;
- Recommends further conditions, initiates affidavit to revoke, or petitions for early termination of probation;

- Attends Court and hearings as necessary; presents recommendations and/or testimony on violations and sentencing;
- Maintains various files to document written verification of client attendance at ordered at hearings, meetings, training, therapy, counseling, and classes;
- Attends various hearings and meetings, including judge's meetings.

#### **Other Duties and Responsibilities**

- Assists Sheriff's Department with transports;
- Performs other related duties as required.

#### **Expectations for All Employees**

- Works well under pressure and maintains a calm and professional demeanor under stressful and adversarial conditions;
- Recognizes and analyzes a problem, identifies causes, creates possible solutions and constructs a logical path for resolution and implementation;
- Consistently demonstrates a positive and cooperative attitude when working with fellow employees to accomplish duties required of the department and the County;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Performs time management and scheduling functions, meet deadlines, and set project priorities;
- Performs exceptional customer service, answering correspondence and responding to telephone calls and e-mails in a courteous and timely manner; prepares and generates reports as needed;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Works cooperatively with all County departments and fills in or cross-trains with other positions as necessary;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

#### **Competency Requirements**

Knowledge of:

- Juvenile justice and adult probation systems, processes, procedures, and objectives;
- Idaho and County statutes, laws, codes, and regulations governing juvenile and adult arrest, detention, probation and parole;
- Criminal court practices and processes, legal terminology, and procedures;
- Evaluation and treatment programs, social service agencies, and other community resources available to the Department;
- Interviewing, counseling, and investigative techniques applicable to case monitoring;
- Operation of standard office equipment, including a personal computer;
- File and information management methods and procedures.

Ability to:

- Gather and analyze facts and evidence and draw logical and objective conclusions;
- Understand, interpret and apply laws, resolutions, ordinances, codes, and contracts;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Maintain and monitor detailed case files;
- Maintain detailed and accurate documentation;
- Communicate effectively, both orally and in writing;

- Apply basic bookkeeping and mathematical equations;
- Establish and maintain effective working relationships with assigned defendants, service providers, supervisors, other County employees, defense and prosecuting attorneys, the public, and other County and state agencies;
- Conduct factual analysis of case information and field observations;
- Work independently and make independent decisions involving sensitive situations;
- Maintain strict confidentiality in all cases;
- Communicate information and ideas in speaking and writing so others will understand.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Understand and follow oral and/or written policies, procedures and instructions.
- Exhibit courtesy, tact, and diplomacy with co-workers, elected and appointed officials, and the general public;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines and set priorities;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required and college degree in criminal justice, behavioral or social sciences, or related field is preferred; and
- Some experience in probation monitoring, social service, law enforcement, or court-related behavioral services is preferred; and
- Valid Idaho Driver's Licenses; and
- POST certification as Juvenile Probation Officer is required; and
- POST certification as Adult Probation Officer is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

### **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 supervise and observe clients and to prepare, process and maintain various court ordered documents and reports and monitor client compliance;
- 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, which permits the employee to work in an office setting and travel to various sites for client contact or compliance and perform repetitive motions with hand/wrist/arm movements. The employee may occasionally be exposed to agitated/aggressive people where physical restraint is necessary.