



## **Probation Officer (2040)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 15

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to serve the State Court of Bulloch County by enforcing sentences of probation ordered by the court. Work in this classification is carried out through surveillance, counseling, and coordination of rehabilitative and community resources to assist probationers in successfully completing their probation.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Distinguishing Characteristics:**

This classification is the first level of a multi-level series and differs from Probation Officer, Intensive in that it requires less experience.

### **Typical Duties**

Processes initial intakes for new probationers: reviews conditions of probation; gives instructions for reporting and completing special conditions given at sentencing; confirms documentation and evidence is correct; processes documents and evidence in accordance with applicable rules and regulations; and maintains records of all materials processed; and processes referrals to appropriate agencies in order complete conditions.

Counsels probationers to give assistance and guidance for probation compliance: meets with probationers to determine best plan for compliance with conditions; identifies need for drug and alcohol screening; refers to appropriate agencies as needed for problems with compliance; and documents all related information into probation tracking system.

Performs a variety of court duties: attends court calendar; documents court sentences; obtains probationer information and photograph; schedules appointments for initial interviews; serves as liaison between Judge, jail staff, Solicitor, and probationer scheduled for revocation hearings; and testifies in revocation hearings.

Investigates and initiates legal action for probationer non-compliance: investigates details of probation violations; reviews incident reports of new charges; conducts and interprets drug screens; processes requests to issue warrants and affidavits; conducts field visits to verify address and progress with compliance; enforces sanctions for non-compliance; prepares and files documents with the court as appropriate; updates case files as specified; affects the arrest of probation violators in coordination with appropriate law enforcement agencies; and prepares and serves petitions for revocations.

Receives and processes fines, fees and restitution imposed by the court: ensures payments are posted correctly and assigned to appropriate accounts; maintains details of individual probationer's balance; prepares and prints receipts; prepares and deposits payments into bank; reconciles accounts; and prepares or reviews daily reports.

Establishes reporting schedules: maintains scheduled contact with the probationers to ensure conditions of probation are being followed; obtains specimens from probationer for drug and alcohol analysis, transports specimens as necessary, and confirms results; and makes visits/phone contacts to home and work sites to determine and verify activities of probationer.

Counsels with probationers regarding employment, job skills, non-violent problem-solving techniques and related issues: makes referrals and consults with community resource agencies for needed assistance; and provides crisis intervention for probationers as needed.

Consults with judges, attorneys, rehabilitative programs and any other community resources as needed in the determination of probation status and sentence assignments.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to work assignments; maintains an awareness of new trends and advances in the profession; attends workshops, training sessions, and meetings as needed; and consults with judges, supervisors, attorneys and other in the interpretation of laws as they pertain to the duties and operation of the court.

Performs the service of legal documents following procedural guidelines as stipulated by law.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor's Degree in Criminal Justice, Social Work, Counseling or a related field required; supplemented by one year of experience in criminal justice case management or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain Georgia Peace Officer Standards & Training (POST) Certification.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job. Requires the ability to provide paraprofessional counseling to others.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions; some functions may require exposure to adverse environmental conditions, such as dirt, odors, wetness, humidity, rain, hazardous materials, traffic hazards, toxic agents, human bites, explosives, firearms, violence, and pathogenic substances.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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