

**Probation Officer: District Court****GENERAL SUMMARY**

Primary functions of the job are to manage probation caseloads in order to rehabilitate probationers and reduce recidivism of adults, explain sentencing and probation requirements, monitor compliance with probation terms, and conduct pre-sentence investigations and assessments to make recommendations to the Judge.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Provides case management of individuals on probation to ensure public safety and attempt to rehabilitate probationers to reduce recidivism
- Writes dispositional reports containing necessary information to determine appropriate course of action for individuals on probation
- Investigates the background of persons awaiting sentencing on District Court convictions, including analyzing probationer's health/employment/psychological history/emotional status and his/her potential risk factors, and other pre-sentence information to make recommendations to the Judge based on findings
- Monitors compliance with probation terms and conditions of probationers
- Prepares pre-sentence investigation reports/bench warrants and petitions
- May provide probationers with guidance and counsel on a variety of social issues and refers clients to community rehabilitation programs designed to assist those with drug, alcohol, emotional, occupational, or housing problems
- Prepares progress reports, probation violation reports and other related reports and makes recommendations for probation termination
- Participates in court related activities, including preparing documents/files for court, testifying, and performing other applicable courtroom activities
- May participate in and collaborate with a variety of committees, professional associations, boards, and/or other related groups
- May be required to administer a PBT (portable breath test) to court clients
- May analyze and prepare reports for applicable committees, Commissioners, Judges, Deputy Court Administrator and Court Administrator and processes, compiles, inputs data utilizing the applicable software within the established procedures
- May perform home visits, including breath testing and residence searches
- Actively participates in review hearings with probationers, team members and Judges

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Bachelor's degree in criminal justice, law enforcement or a related human services field
- Two years professional experience as a Probation Officer or in a related field

**CERTIFICATIONS, LICENSES**

- Must possess and maintain a valid Michigan Operators License and personal auto insurance and maintain eligibility to drive as per the County's Vehicle policy

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: Confirmation of a person's identity, review of criminal conviction records, verification of educational degree, license, or certificate required for the position, review of Department of Motor Vehicle records, Department of Justice fingerprint scan, and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of this position.

**DISTINGUISHING CHARACTERISTICS**

Work involves evaluating the relevance and importance of theories, concepts, principles and developing different approaches or tactical plans to fit specific circumstances. Guidelines may exist but are flexible and are open to considerable interpretation. Independent judgement, personal discretion, and resourcefulness are needed to interpret and apply guidelines. The duties and responsibilities of this job will have moderate impact on the image of the County and/or the wellbeing or rights of its citizens. Errors at this level will be difficult to detect and may require the intervention of an agency head to resolve.

Compared to Chief Probation Officer: Is NOT a Lead Probation Officer

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May occasionally work in an outdoor environment with potential exposure to weather-related heat, cold, rain, wind and other related elements
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle or feel
- May occasionally be required to lift/move up to 50 pounds
- May be exposed to infectious diseases and/or criminal suspects or prison inmates

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- General knowledge of District Court statutory and regulatory requirements
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Ability to multi-task is essential
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County
- Skill in researching and resolving problems in order to ensure compliance
- Ability to assess and provide guidance within area of specialized knowledge
- Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to facilitate meetings effectively and efficiently
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently
- Ability to effectively assess and guide individuals and their families in the probation officer's area of expertise