

UNION COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ADULT PROBATION OFFICER – TREATMENT COURT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise adult offenders assigned to probation or parole to ensure they comply with conditions of probation and parole, to take appropriate action when conditions are violated, and to provide assistance to clients. This is the journey-level Adult Probation Officer. This classification is a member of the Treatment Court Team.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises adult offenders assigned to probation or parole; establishes and maintains contact; makes home visit to assess and evaluate individual's situation and needs; ensures compliance with terms of parole/probation; takes appropriate action for violations; assists clients in finding employment, housing and other services; refers clients to social, medical and other services; provides counsel, advice, guidance and direction; maintains related documentation.

Conducts pre-sentence investigations; compiles information from case participants; assesses prior behavior, criminal records and other factors; makes recommendations; submits information and recommendations to Court; ensures collection of restitution, fees and other court-ordered payments.

Plans and organizes caseload, establishing priorities and scheduling appointments; prepares and maintains a variety of confidential records both manually and automated; maintains database of cases.

Serves as a member of the Treatment Court Team and attends Team meetings as scheduled; provides relevant information to the Team members and participants in state and federally sponsored trainings as deemed necessary.

Performs related duties; conducts urine drug screens; hooks up clients on electronic monitoring; arrests parole/probation violators; transports prisoners; prepares notice of parole/probation violations, etc.

Prepares or completes various forms, reports, correspondence, charts, spreadsheets, presentence investigation reports, transfer packets, chronologies, close-outs, revocation requests, sentencing guidelines, or other documents.

Receives various forms, reports, correspondence, logs, transfer packets, drug, alcohol and psychological assessments, criminal histories, driving records, court orders, time sheets, medical records and documents, work release checks, sentencing orders, policies, procedures, directories, reference materials, sentencing guidelines manual, chronologies, rules and regulations, codes and ordinances, laws and statutes, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.

Communicates with supervisor, County employees, offenders, court officials, attorneys, law enforcement officers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

Operates a vehicle, a personal computer, general office equipment, law enforcement equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Assists juvenile officer as needed.

Answers office telephone, takes and relays messages, provides information to callers or refers to appropriate person or agency.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice or related field; supplemented by two (2) years of progressively responsible experience in probation, law enforcement or related field. Must possess and maintain a valid Pennsylvania driver's license. Must possess and maintain license to carry a firearm. Must possess and maintain certification in the following: CRN evaluator and JNET.

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 assist persons by action or interaction in carrying out specialized therapeutic, counseling, or related procedures.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, 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 broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

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, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards, firearms, violence, disease, pathogenic substances, or rude/irate customers.

Union County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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.