



Juvenile Probation Officer

Department: Juvenile Probation

FLSA Designation: Non-exempt

Effective Date:

General Statement of Duties

Interviews, counsels, guides, and supervises juvenile offenders to assure adherence to court orders; performs related work as required.

Classification Summary

The principal function of an employee in this class is to perform court-ordered probation/parole monitoring work for juvenile offenders based on the Juvenile Corrections Act and Balanced Approach. Work includes conducting pre-sentence investigations, writing detailed investigation reports, referring offenders to appropriate mental health and substance evaluations and treatment, monitoring compliance, compiling and maintaining case files in the department database, recommending conditions of probation or initiating petitions to revoke probation/parole. Caseloads may include specialization, such as, a diversion caseload, low to high-risk offenders, electronic monitoring, mental health & substance abuse issues, or sex offenders. The work is performed under the supervision of a division supervisor, but considerable leeway is granted for the exercise of independent judgment and initiative, depending on the classification. The principal duties in this class are performed in a general office environment with field work that includes exposure to potential physical danger and possible health hazards. The position requires working irregular hours to include evening and weekend work.

DISTINGUISHING FEATURES OF THE CLASS:

Probation Officer I

Is an entry level position within this function where the incumbent is provided close supervision, training, and learning opportunities. Manages assigned cases.

Probation Officer II

Can be distinguished from a Probation Officer I in that a Probation Officer II has above basic knowledge and at least two (2) years' experience as a Probation Officer I and works under general supervision. Assigned caseloads may include specialized caseloads.

Probation Officer III

Is the highest professional level in a nonsupervisory role. A Probation Officer III is required to have considerable probation knowledge and at least five (5) years' experience. May be assigned a specialized role and duties to include working on special projects and trainings, specialized caseloads, perform community service projects/duties, intake duties, training of staff, substance use disorder coordination services, serve as the school liaison and represents the department on committees or projects in the community. A Probation Officer in this class works under minimal supervision.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

Probation Officer I

- Manages caseloads;
- Conducts interviews and prepares social history reports;
- Conducts risk assessments and develops case plans and makes recommendations to the court;
- Conducts home, school and field visits;
- Appears in court;

- Documents and maintains records of all contacts with offenders, parents/guardians, and treatment providers;
- Conducts field work to assure offender compliance with court orders;
- Monitor's restitution and fee payments;
- Receives and reviews monthly or periodic reports from treatment providers and takes remedial actions as necessary;
- Offers a variety of intervention programs to the youth and families;
- Monitors youth on Electronic Monitoring and Conditions of Release;
- Refers youth to community service programs;
- Conducts urinalysis tests;
- Seeks community-based programs to educate or intervene in the youth;
- Applies for Substance Use Deliver Services (SUDS) and Community Based Alternative Services (CBAS) funding.

Probation Officer II

- Performs the essential functions of a Probation Officer I;
- Participates and/or represents department committees;
- Assists with various trainings;
- Works specialized caseloads;
- Conducts Rule 19 & Rule 16 staffing and prepares reports;
- Demonstrates the ability to independently assess and implement case management practices;
- Provides constructive input regarding probation practices or procedures.

Probation Officer III

- Performs the essential functions of a Probation Officer I & II;
- Represents/Chairs department committees/projects;
- Develops and leads projects;
- Serves as liaison with law enforcement;
- May serve as a liaison to schools;
- May serve as the intake officer;
- May serve as a training coordinator;
- May serve as a SUDS coordinator;
- Supervises the highest risk offenders;
- Facilitates training of staff independently;
- Facilitates screenings.

Other Duties, Responsibilities, and Requirements

- Adheres to a Code of Ethics, Values and Policies of the Juvenile Justice;
- Requires flexible schedule and non-traditional work hours;
- Performs other related duties as assigned;
- Adheres to a drug free workplace.

Knowledge, Skills and Abilities

Knowledge of:

Probation Officer I

- Knowledge of the Juvenile Corrections Act and juvenile rules;
- Knowledge of probation best practices;
- Knowledge of adolescent development;
- Knowledge of human behavior;
- Knowledge of community resources available to assist juveniles and families;

- Knowledge of problem solving;
- Knowledge of the English language, grammar, spelling and punctuation.

Ability to:

- Ability to organize and prioritize work;
- Ability to produce paperwork and case notes as required by policy;
- Ability to conduct investigations through the use of interviews and other techniques;
- Ability to effectively assess risk factors, reach appropriate conclusions and articulate those conclusions;
- Ability to learn and take direction;
- Ability to be flexible with time and availability;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Establish and maintain effective working relationships with assigned offenders and families, service providers, supervisors, County employees, defense and prosecuting attorneys, the public, and other County and state agencies;
- Respond to citizen requests in a courteous and effective manner;
- Ability to operate general office equipment.

Probation Officer II

- In addition to the above skills and abilities;
- Good knowledge of probation services, practices and philosophy, typically gained with two (2) years of progressive responsible work experience;
- Knowledge of current literature in the juvenile justice field;
- Knowledge of juvenile substance abuse issues, mental health, and sex offender practices and rules;
- Skilled in analyzing data, problem solving, and using professional judgement to reach conclusions;
- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity.

Probation Officer III

- In addition to the above skills and abilities;
- Considerable knowledge of probation services, practices, philosophy, typically gained from five (5) years of progressively responsible work experience;
- Skilled in effectively carrying a caseload, write waiver reports, conduct all aspects of the department operations.

Acceptable Experience and Training

- Bachelor's Degree in criminal justice, social work, psychology, behavioral or social sciences, or related field; and
- Experience in probation monitoring, social service, or court-related behavioral services is preferred;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Must become certified by the Peace Officer Standards and Training (POST) as a Probation Officer within one year of hire and maintain certification;
- Valid Idaho driver's license;
- Successfully complete pre-employment and random drug screens;
- Must successfully complete a background investigation through the National Crime Information Center (NCIC).

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person, electronically, and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare a variety of written and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, a computer, radios, cell phones, and operate a motor vehicle;
- Sufficient personal mobility, agility, and physical strength and reflexes, and be able to lift up to 20 lbs, with or without reasonable accommodation, which permits the employee work in an office environment and perform field investigation and monitoring activities.

EOE Statement

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.