

**TITLE:** Probation Officer/**Position No.** 341



**DEPARTMENT/DIVISION:** Community Services/Colonial Community Corrections  
**SUPERVISED BY:** Program Administrator

**NATURE OF WORK:**

- Performs responsible, professional work providing supervision for misdemeanor and violent/nonviolent assault offenders diverted to Colonial Community Corrections (CCC).

**EXAMPLES OF DUTIES:**

- Supervise cases using Evidence Based Practices (EBP), supervision guidelines, and standards as set by the CCC Standard Operation Procedure and the Department of Criminal Justice Services.
- Conduct, sometimes delicate, intakes/interviews to determine the appropriate level of offender supervision using information gathered through offender disclosure, victim impact statements, court records, police records, and risk/need assessment tools. Assess complex domestic relation situations, personal/public safety concerns, and possible lethality risk of offender.
- Document supervision contacts following set procedures and offender progress toward treatment objectives; assign community service placement and monitor performance; monitor and schedule payment of costs, fines, and restitution; perform onsite tests to detect presence of illicit drug and/or alcohol use; conduct criminal history checks.
- Prepare and provide oral and written offender progress and management information system reports and/or testimony for Program Administrator, CCC staff, Department of Criminal Justice, and court system as necessary.
- Maintain professional and adaptive demeanor that promotes: offender change; the adoption of “best practices”; and, strong working relationships with relevant departments/agencies, referral sources for offenders, coworkers, and public.
- Performs other duties as assigned.

**JOB PREPARATION NEEDED:**

- Any equivalent combination of: Bachelors’ Degree in Criminal Justice, Human Services, or closely related field; some experience in adult probation, criminal justice, or related field.

**POST-OFFER REQUIREMENTS:**

- Criminal history/sex offender check
- Drug screening
- Credential check
- Driving record check

**POST-HIRE REQUIREMENTS:**

- Periodic driving record check

**INTRODUCTORY PERIOD:** Six months

**JOB LOCATION AND CONDITIONS:**

- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work to serve customers during emergency conditions.
- Work typically performed in office settings, courts, clients’ work sites, and clients’ homes.

## **GENERAL APTITUDES AND PHYSICAL REQUIREMENTS:**

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

### **I. MENTAL ABILITIES:**

- Must have ability to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

### **II. VERBAL ABILITIES:**

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to communicate with County officials, public, vendors, supervisors and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

### **III. NUMERICAL:**

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

### **IV. SPATIAL ABILITIES:**

- Not essential to job function.

### **V. MANUAL DEXTERITY:**

- Must have ability to use telephone, use calculator, use copy machines, use fax machine, and manipulate computer keyboard and mouse.

### **VI. FINGER DEXTERITY:**

- Not essential to job function.

### **VII. PHYSICAL DEMANDS:**

- Strength: Not essential to job function.
- Climbing: Not essential to job function.
- Standing, sitting, walking, running: Must have ability to: frequently (0-1 hours/day) stand, frequently (0-1 hours/day) walk, continuously (5-7 hours/day) sit. Running is not considered essential to the job function.
- Stooping, kneeling, crouching, and/or crawling: Not essential to job function.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 20-50 times per day.
- Seeing: Must have ability to perceive or comprehend by the sense of light.

### **VIII. DRIVING:**

- Must have ability to drive automatic transmission car.

