



PROBATION OFFICER

341

Jamestown
1607

DEPARTMENT: Community Services/Colonial Community Corrections (CCC)

NATURE OF WORK:

Performs responsible professional work providing supervision for misdemeanor and nonviolent felony offenders diverted to Colonial Community Corrections (CCC).

Work is performed independently within established policies and procedures and is reviewed by the CCC Administrator. Work requires performance of some duties outside of normal working hours.

ESSENTIAL FUNCTIONS OF THE JOB:

Supervises all cases by Evidence-Based Practices (EBP), supervision guidelines, and standards as set forth by the CCC Standard Operating Procedures and the Department of Criminal Justice Services (DCJS).

Assesses client risks/needs and makes appropriate referrals from a current list of community resources that use EBP.

Displays a professional demeanor that is conducive to motivating offender change.

Adapts, modifies, and changes in accordance to “best practices” as they are implemented within CCC.

Documents all supervision contacts as required by CCC’s Standard Operating Procedures.

Documents offender progress toward accomplishment of treatment objectives, treatment revisions, and successful program termination.

Monitors and schedules payment of court costs, fines, and restitution. Assigns community service placement and monitors performance.

Assists offenders with securing employment and/or meaningful educational advancement.

Performs onsite tests to detect presence of illicit drugs and/or alcohol.

Provides the CCC Administrator with oral/written reports on offenders' current adjustments.

Shares responsibility with all staff for the successful operation of CCC.

Assists in preparing necessary management information system reports for CCC and DCJS. Prepares offender progress reports for the courts.

Provides court testimony regarding offender adjustment as required.

Conducts criminal history checks on offenders using CAIS and NCIC/VCIN systems.

Performs work safely in accordance with departmental safety procedures and the County safety program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs other related functions as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in a variety of settings including offices, courts, clients' work sites, and clients' homes.

Operates telephone, computer, copier, FAX, and alcohol and drug screening devices. Drives County vehicle.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the criminal justice system.

Knowledge of interviewing, to include motivational interviewing, and assessing offender behavior.

Ability to understand and adhere to Evidence-Based Practices.

Ability to plan and organize work.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with community agencies and organizations, CCC staff, offenders, and DCJS staff.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Criminal Justice, Human Services, or closely related field and experience in adult probation, criminal justice or related field; or any equivalent acceptable combination of education and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Virginia driver's license and have an acceptable driving record based upon James City County's criteria.

Date: October 2005
ProbtnOffr.341_092_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title CCC Probation Officer Position Number 341
Department Community Services Division Colonial Community Corrections

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:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function
- 3. Reading:** (ability to read and understand text)
- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- 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: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|---|---|
| <input type="checkbox"/> Use telephone | <input type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check () in appropriate boxes below.

| Ability to manipulate materials and/or equipment (lbs) | | | | | | Frequency of Manipulation | | | |
|--|---|------|-------|-------|-------|---------------------------|--------------|------------|--------------|
| | 5 | 5-10 | 10-15 | 15-25 | 25-50 | 50 | Occasionally | Frequently | Continuously |
| Lift | | | | | | | | | |
| Push/Pull | | | | | | | | | |
| Hold/Carry | | | | | | | | | |

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|--|--|--|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check () in appropriate boxes below.

| | Duration (hours/day) | | | | | | Occasionally | Frequently | Continuously |
|--------------|----------------------|-----|-----|-----|-----|---|--------------|------------|--------------|
| | 0-1 | 1-3 | 3-5 | 5-7 | 7-9 | 9 | | | |
| Stand | | | | | | | | | |
| Sit | | | | | | | | | |
| Walk | | | | | | | | | |
| Run | | | | | | | | | |

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stopping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

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 the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

| <u>Transmission</u> | <u>Standard</u> | <u>Automatic</u> | <u>Multi-Gears</u> |
|-------------------------------|--------------------------|--------------------------|---------------------------|
| Car | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Van | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Small Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Medium Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Large Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Truck w/Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heavy Bus Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Not essential to job function | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (list) _____ | | | |

Date: October 2005
ProbtnOffr.341_092_01