

SUSQUEHANNA COUNTY POSITION DESCRIPTION

TITLE: ADULT PROBATION OFFICER
DEPARTMENT: PROBATION
LOCATION: SUSQUEHANNA COUNTY ADULT PROBATION DEPT.
REPORTS TO: CHIEF PROBATION OFFICER
RATE: \$18.00/HOUR
POSITION STATUS: UNION-ELIGIBLE, FULL-TIME

GENERAL POSITION SUMMARY:

Appointed by the President Judge of the 34th Judicial District of Pennsylvania. As defined per statute, all related job functions and duties are under the administrative control of the Court.

To investigate, counsel and/or supervise a caseload of juvenile or adult offenders, probationers and parolees, subjects on bail supervision, house arrest, furlough, work release, as directed by the department and to attempt to successfully reintegrate them back into the community as law-abiding citizens; to assist the courts with probation situation, and to enforce the policies and procedures of Probation and Parole. Duties vary slightly according to the specific assignments of the individual Probation Officer.

Minimum Requirements:

A. EDUCATION/TRAINING:

- A bachelor's degree from an accredited college or university OR equivalent training and experience.
- Valid PA driver's license and Criminal History clearance required.
- Must complete 40 hours of in-service training per year which may include firearms qualifications.

B. WORK EXPERIENCE:

- 1 year of human services related experience preferred; OR any acceptable combination of equivalent training and/or education.

Required Knowledge, Skills, and Abilities:

- Must be able to speak and understand the English language in an understandable manner to carry out the essential functions of the job.
- Must possess good communication and interpersonal skills.
- Must possess initiative and problem-solving skills.
- Must possess the ability to function independently, have flexibility and the ability to work effectively with offenders, co-workers, and others.
- Must possess the ability to maintain confidentiality regarding offenders and finding information and records.
- Must possess a valid PA driver's license and a willingness to travel as needed to perform functions of job.
- Must possess some knowledge of basic principles and practices of social case work and the court systems.
- Must possess some knowledge of criminology and penology.
- Must possess the ability to work effectively with disturbed individuals in an authoritative manner.
- Must possess technical knowledge of operating office equipment to prepare related reports as required.
- Must possess knowledge and ability to utilize handcuffs, shackles, breathalyzers, and drug-testing equipment in a proper and safe manner.
- Must have some knowledge of laws affecting probation/parole and the ability to carry out these laws and duties within the defined procedures of the law, including times when one must make independent decisions.

Duties and Responsibilities:

- Conducts social case histories, intake interviews and pre-sentence investigations of offenders, interviewing offenders, victim, police, family, employer, associates, and other individuals with knowledge of offender.
- Prepares reports on the outcome of investigations, analyzing information gathered and recommending appropriate rehabilitative action to court.
- Provides counseling and other supportive services to help probationers in their personal, social, and economic adjustments to the community.
- Maintains contact and schedules meetings with family, friends, employers, clergy, and other persons concerned with aiding probationers.
- Conducts investigations to monitor probationers' activities and to prevent or remove harmful activities and influences.
- Conducts random drug/alcohol testing as required; also, urine tests and reporting of results.
- Enforces court orders and makes or assists in making arrests or re-arrests of probationers when necessary.
- Collects fines, costs, and restitutions as necessary.
- Appears and testifies as an expert witness at court hearings and prepares reports for the courts as needed.
- Conducts pre-violation hearings.
- Conducts research on whereabouts of missing probationers/parolees and locates them as quickly as possible.
- Sets up treatment plans for sentenced inmates as requested.
- Prepares and secures out-of-home placements for juvenile offenders, makes contacts with organizations and institutions, and supervises juveniles placed in those institutions.
- Maintains day notes, records and files on probationers and prepares reports as required.
- Utilizes equipment such as phones, typewriter, drug testing equipment, handcuff, shackles and breathalyzers.
- Interprets PA Crime Code in relation to offense.
- Transports offenders to appropriate placements and/or hearings.

OTHER DUTIES OF JOB:

- Interacts with internal departments and outside agencies, physicians, schools, insurances, etc. regarding supervision of clients.
- Serves bench warrants; writes court orders as needed.
- Acts as a community resource contact as needed.
- Participates in ongoing staff training and probation and parole techniques.
- Performs other job-related duties as required.

SUPERVISION RECEIVED

- Receives occasional instruction and some supervision from Supervisor regarding daily work duties.

WORKING CONDITIONS

- Works indoors in adequate workspace, lighting, and ventilation, but with fluctuations in temperatures.
- Works with average indoor exposure to noise, but subject to frequent disruptions and moderate/high degree of stress.
- Above average indoor exposure to dust/dirt.
- May require on call work hours as needed.

- Works daily with volatile and potentially hostile or aggressive offenders, including office areas with no escape route and no security protection.
- Travels frequently when necessary to perform in-home visits or to transport offenders.

Required Certifications:

- Will be obtained on the job.

Physical Requirements:

- Must possess ability to record, convey and present information, explain procedures, and follow instructions.
- Must be able to sit for long periods throughout the workday, with occasional pushing, pulling, standing, walking, twisting, driving, reaching as necessary to carry out essential job functions.
- Requires coordinated dexterity of fingers/hands; feet/legs; torso as necessary to carry out essential work duties.
- Sedentary work, with occasional lifting/carrying of objects as may be necessary.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to react quickly physically and mentally in the event of a disturbance or physical outbreak.
- Must be able to pay close attention to details and concentrate on work.
- Must be able to mentally react quickly to offenders' needs during supervisory/counseling sessions.
- Must be able to work with clients who carry or who may carry active hepatitis, HIV or other infectious diseases.
- Must possess the ability to restrain uncontrollable clients and to make arrests when necessary.

Special Requirements:

- The applicant must pass the pre-employment required screening;
 - a. background check with results indicating there is no record of criminal convictions;
 - b. drug screen with negative results;
 - c. providing documents as required by Homeland Security for the I-9 process
- The applicant must meet and comply with Susquehanna County's Employment Policies.
- Part of the position's functions involve the handling of CONFIDENTIAL DATA, disclosure of which is protected by law.
- Must have valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

DISCLAIMER:

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required to perform this position.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Date: _____

Signature Employee

Date: _____

Signature Department Head

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.