



ADULT PROBATION OFFICER 1

Department: District Court
Job Class #: 200900
Pay Range: Professional 04

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is probation work providing case management for Pierce County District Courts. Employees occupying positions in this class are responsible for performing investigative, general counseling and referral activities for adults placed on probation by the court. Work involves discretionary responsibility. Work is performed under general direction and unusual working hours may be required to accomplish tasks. Work is reviewed by an administrative superior through observation, review of casework and correspondence and appraisal of results attained for proficiency, adequacy of professional judgment and compliance with established departmental procedures, practices and goals.

ESSENTIAL FUNCTIONS

Duties include, but are not limited to the following:

Assists offenders in the development and implementation of individualized probation plans to meet conditions set by the court.

Observes and documents offender appearance and behavior. Notes speech tone and characteristics.

Conducts criminal record history review and assesses problem areas, including chemical dependency, domestic violence and mental illness issues.

Learns to conduct pre-sentence investigations and prepare pre-sentence reports on complex and multi-problem cases; identifies problem areas; presents sentencing recommendation to the court.

Learns to and prepares written reports to and/or appear in court regarding the offenders compliance/non-compliance with orders of the court; uses sound judgment in making recommendations to the court.

Maintains contact and correspondence with the court, community agencies, offenders, physicians, treatment sources, and other applicable interests in order to supervise compliance and progress of cases; maintains comprehensive log of contacts, information obtained and actions taken relative to cases. Manages case files and filing.

Consults with a supervisor regarding the most appropriate disposition of difficult or unusual cases.

Provides instruction from a curriculum and lesson plan for the Day Reporting Program.

OTHER JOB FUNCTIONS

Performs other related duties as required, including attending meetings and conferences and participates in staff development activities to increase competence. The core services listed under probation officer are not meant to exclude other duties that may be performed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the philosophy and operation of the Criminal Justice System.

Knowledge of local, state, federal, and private program resources and agencies related to the work performed.

Counseling skills necessary to evaluate and act on offender crisis, assess offender needs, motivate offenders, and make recommendations to the court.

Knowledge of individual and group behavior, particularly as applied to the field of criminology; basic interviewing, diagnostic and counseling techniques with a focus on chemical dependency, domestic violence and mental illness issues.

Ability to express ideas and recommendations effectively, orally and in writing; to research and prepare detailed case histories and reports in a timely manner.

Ability to utilize various computer software applications to access/process information and prepare required correspondence, reports and other documents.

Ability to establish and maintain effective dialogue with offenders of varied cultural, ethnic and lifestyle backgrounds.

Ability to keyboard and understand basic computer functions and software programs.

Ability to be organized and work effectively/independently in a high stress environment.

Ability to work cooperatively and courteously with others, including co-workers, supervisors, judges, court personnel, police officers, attorneys, and staff from public and private agencies.

Ability to accept authority, as well as use authority in a balanced and objective manner.

Willingness to enforce and supervise court requirements and to report violations; to assist offenders in their efforts to comply with court orders; to observe and document offender appearance and behavior.

Ability to understand and utilize a standardized classification system which determines offender risk to the community.

Ability to complete and perform multi-task assignments.

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RECRUITING REQUIREMENTS

A minimum of a bachelor of arts or a bachelor of science degree that provides the necessary education and skills in dealing with complex legal and human issues, as well as competence in making decisions and using discretionary judgment. A course study in sociology, psychology, or criminal justice is preferred. Volunteer and/or work experience is desirable.

Ability to successfully complete a Pierce County District Court Probation Division background investigation.

SPECIAL NOTE: Once hired, attendance and successful completion is required at the Correctional Services Academy, RCW 43-101-220 to retain employment. Continuing education requirements must be maintained.