

PROBATION OFFICER

POSITION SUMMARY: The probation officer is responsible for professional and technical social casework, supervising and counseling adult offenders sentenced to probation by the District Court. This position develops and implements treatment programs for individuals placed on probation in an effort to reduce the risk of future criminality. The probation officer conducts investigations and prepares reports in order to assist the judges in determining the most appropriate sentence of individuals brought before the Court. This position is responsible for monitoring and supervising probationers and for enforcing adherence to court ordered conditions of probation.

SUPERVISION RECEIVED: Work is performed under the general supervision of the judge(s), court administrator, and/or chief probation officer.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. The probation officer supervises an assigned caseload of probationers, enforces adherence to court ordered conditions of probation, investigates and processes probation violations, and makes recommendations regarding revocation of probation.
2. This position investigates the background of persons awaiting sentencing on District Court convictions, including reviewing arrest, employment, and other pertinent records, and interviewing the client, family, employers, school authorities, police authorities, and others as necessary.
3. The probation officer interviews victims and interested individuals to determine the nature of the offense committed.
4. This position analyzes all information gathered on a client, assesses the individual's character, determines judgment concerning the probability of future criminal behavior, and recommends what type of rehabilitative treatment would be most effective.
5. The probation officer prepares pre-sentence reports, including a recommendation on the most proper court action, and determines restitution as directed.
6. This position provides probationers with guidance and counsel on personal, financial, and other issues to assist in alleviating problems which led to criminal acts and to assist in transition from incarceration or other institutional status to probation.
7. The probation officer monitors compliance of probationers with terms and conditions of probation, including payment of fines, fees, and court costs; participation in required treatment programs; and participation in required community service, school attendance, or employment.
8. This position assists clients in securing employment or training to improve work skills, entering school, and obtaining other rehabilitative measures.
9. The probation officer refers clients to community rehabilitation programs designed to assist those with drug, alcohol, or emotional problems.

10. This position administers PBT and collects and/or interprets urine drug screens.
11. The probation officer prepares progress reports on probationers as requested and prepares recommendations for probation termination, probation violation reports, and related reports as directed.
12. This position provides assistance to clerical support staff as well as office coverage for other probation officers as needed.
13. The probation officer performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A person in this position must possess a bachelor's degree in psychology, social work, counseling, or closely related field. An equivalent combination of education, training, and experience may substitute for the degree requirement.
- B. A person in this position must possess experience in criminal justice, counseling, casework, or closely related fields and knowledge of the principles and practices of probation work, court procedures, and the Michigan criminal code.
- C. A person in this position must possess and maintain Law Enforcement Information Network (LEIN) certification or the ability to obtain within one year of hire. A person in this position must possess and maintain certifications required by the State of Michigan.
- D. A person in this position must have knowledge of the principles, practices, and legal regulations of probation work and related court procedures.
- E. A person in this position must have knowledge of theory and practices of social casework, principles and applications of developmental psychology, theories of addiction and abuse, and methods of treatment.
- F. A person in this position must demonstrate the ability to communicate effectively, prepare detailed and accurate reports, and understand and follow established procedures and instructions. A person in this position must also demonstrate the ability to present ideas orally and in writing for varied audiences.
- G. A person in this position must demonstrate proficiency in the use of computers, office equipment, and software.
- H. A person in this position must demonstrate the ability to work effectively within deadlines, under stress, and with changing work priorities.
- I. A person in this position must have the ability to establish effective working relationships and use good judgment and resourcefulness when working with a diverse group of people, departments, staff, other agencies and the public. A person in this position must also demonstrate initiative and success when working with others and solving problems.
- J. A person in this position must develop a knowledge of community resources available that may supplement rehabilitation plans.

- K. A person in this position must have the ability to interact positively and objectively and communicate effectively with offenders from diverse cultural and socio-economic backgrounds.
- L. A person in this position must demonstrate the ability to work as a team and with minimum supervision. A person in this position must possess self-supervising attributes and a positive, congenial attitude.
- M. A person in this position must possess good powers of observation.
- N. A person in this position must possess a valid Michigan motor vehicle operator's permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works in a business office setting and occasionally works in the field. The noise level in the work environment ranges from quiet in the office to noisy in the field. The employee may be exposed to uncontrollable environments and circumstances.

Format Revised April 2005
Revised December 2015
Format Revised September 2018