

**POSITION DESCRIPTION  
COUNTY OF BARTHOLOMEW, INDIANA**

**POSITION:** Case Manager/Probation Officer  
**DEPARTMENT:** Court Services/Community Corrections  
**WORK SCHEDULE:** 8:00 a.m. – 5:00 p.m., M-F  
**JOB CATEGORY:** SO (Special Occupations)

**DATE WRITTEN:** June 2006

**STATUS:** Full-time

**DATE REVISED:** May 2015

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Bartholomew County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Case Manager/Probation Officer for the Bartholomew Court Services/Community Corrections, responsible for evaluating, supervising participants, and reporting status and monitoring treatment for probationers.

**DUTIES:**

Provides initial evaluations of probationers by interviewing and reviewing written records to determine appropriate program for restitution, education and treatment. Makes referrals to appropriate programs as needed and monitors progress.

Provides individual case management as needed, provides education, orientation, and monitoring groups of various types.

Maintains probation computer and paper files, including summaries of intake interviews if necessary, treatment and/or education information. Reviews all paperwork completed by probationers and verifies accuracy of information. Prepares reports and recommendations required by the Courts and the program.

Maintains caseload, supervises participants with regular office contacts, home contacts if required and urinalysis/breath alcohol testing.

Monitors fee collection, payments of restitution and community service. Keeps accurate case notes, paperwork, and assists victims.

Follows program procedures for case closure upon probationer's completion of program or unsuccessful termination from the program.

Investigates social and criminal histories in order to prepare written reports and recommendations to the Courts.

Attends training seminars, annual State Probation Officer Conference and other professional development workshops, training, and education as required or needed to maintain certifications and remain current in new developments in the field.

Attends regular staff meeting and confers individually with Supervisor for case consultations, review of court documents, department reports, and other work-related issues.

Testifies in legal proceeding/court as required and attends relevant hearings.

Performs related duties as assigned and/or required by law.

## **I. JOB REQUIREMENTS:**

Bachelor degree from accredited college or university in criminal justice, social work, or related field.

Must be at least 21 years of age.

State certification as Probation Officer, with continuing completion of all certification requirements, including, but not limited to, CPR/First aid, basic handgun/firearms, and Mace certifications and/or training.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Complete knowledge of all local, state, and federal laws applicable to probation operations, with ability to apply and enforce regulations as needed.

Complete knowledge of standard policies and practices of Bartholomew County legal process, Probation Office, Community Corrections, and Alcohol Drug Program, with ability to effectively develop, implement, and train staff on applicable policies, procedures, and new programs accordingly.

Thorough knowledge of treatment programs and services available to clients from other government, social, and private agencies, with ability to assist staff in making/facilitating client referrals as appropriate.

Knowledge of standard English grammar, spelling and punctuation, and ability to prepare effective statistical progress reports as directed.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files and records.

Ability to effectively assess, interview, investigate, and work with clients to assure proper completion of all probation requirements.

Ability to effectively resolve emergency/crisis situations and take appropriate action as required.

Ability to effectively work with clients and cooperate and communicate orally and in writing with co-workers, other County departments, law enforcement, other probation/community corrections departments, local employers, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to properly operate standard office and department equipment, including computer, camera, radio, vehicle, calculator, tear gas/mace, and bulletproof vest.

Ability to compare or observe similarities and differences in data, people, and/or things, analyze and evaluate, and make determinations based on data analyses.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to perform arithmetic calculations.

Ability to occasionally work extended, irregular, and weekend hours, and occasionally travel out of town, sometimes overnight.

Ability to testify in legal proceedings/court as required.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a variety of duties which are broad in scope and require the consideration of complex variables and their potential interrelationships in the assessment of individual clients and in implementation of various intervention strategies and techniques, involving both general and individual circumstances and often requiring careful, detailed consideration of complex situations and cases, calling for individual judgment in selection and modification of standard strategies and procedures to best fit existing circumstances. Duties such as assessing human needs, behaviors, and social problems require the most judgment and adaption of incumbent's position guidelines.

## **III. RESPONSIBILITY:**

Incumbent performs a variety of recurring duties according to standardized department policies and procedures, selecting applicable methods to take authoritative actions in response to situational demands. Errors in decision or work are detected by periodic supervisory review and may lead to injury to self, co-workers, residents, or public, and have adverse effects upon department operations, and inconvenience to members of the public.

## **IV. PERSONAL RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, law enforcement, other probation/community corrections departments, local employers, and the public for the purposes of exchanging information.

Incumbent reports directly to the Community Corrections Supervisor.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, close vision, keyboarding, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent maintains regular contact with emotionally distraught, chemically dependent and potentially dangerous and/or violent clients. Safety precautions must be followed at all times to prevent injury to self or others.