**POSITION DESCRIPTION**

**Boone County Courts**

**Position Title: Line Probation Officer (Adult and Juvenile)**

**DEPARTMENT: Probation/Courts Intervention Services**

**WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F**

**DATE WRITTEN: 10/01/2021 STATUS: Full-time**

**DATE REVISED: March 2022 FLSA STATUS: Non Exempt**

**Essential Duties and Responsibilities:**

Serves as an Officer of the Court and will be assigned duties based on the needs of the department. Duties are assigned at the direction of the Chief and Asst. Chief Probation Officer and are subject to change at their discretion.

Maintain assigned caseload which may include high, medium, and low risk offenders, sex offenders, violent offenders, Interstate & Intrastate Transfer Cases, and Drug & Alcohol program intakes/cases.

Supervise offender, keep accurate case notes, file violations, attend hearings, and close supervision cases when necessary.

Maintains appropriate communication with clients, legal representatives, treatment providers, placement agencies and other concerned persons for the welfare of clients. Juvenile Probation Officers will coordinate with DCS, parents, schools, teachers, tutors, and guardians as required.

Monitor all terms and conditions of probation as ordered by the courts.

Completes/submits documents and paperwork for Court, and correspondence as required.

Testifies in court and makes appropriate recommendations.

Maintains collaboration between counselors, treatment agencies, public services agencies, placement agencies etc., as required.

Administer and observe urinalysis collection

Conduct pre-hearing and pre-sentence investigations and prepare reports as required.

Exercises compassion and accountability to guide offenders toward compliance and rehabilitation.

Collaborate with court administrators, judges, prosecutors, law enforcement personnel and other stakeholders to develop and implement programs to meet the needs of clients.

Provides community resources including, but not limited to, referrals for mental health and/or drug and alcohol abuse counseling, as needed.

Serves on an on-call basis as directed. Performs related duties as assigned.

Must exercise absolute confidentiality; avoid conflicts of interest and the appearance of conflict of interest, abide by the Employee Handbook and the Code of Judicial Conduct. Must be willing to submit to a criminal background check.

Maintain knowledge of and compliance with the policies and procedures adopted by Boone County and those of Boone County Probation Department.

Must exercise absolute confidentiality; avoid conflicts of interest and the appearance of conflict of interest, abide by the Employee Handbook, and Court policies. Must be willing to submit to a criminal background check

Utilize and administer the Indiana Risk Assessment Application.

**NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to provide an exhaustive list of all duties and responsibilities, nor is it intended to limit the authority of supervisor’s or managers to assign or direct the activities of employees.**

**Key Performance Standards:**

Ensures compliance with all statutory requirements and court ordered proceedings. Ensures timely management and accuracy of caseload.

Meets all deadlines established by state statute, local ordinances and supervisors.

Ensures all correspondence and forms follow County guidelines, are accurate, and free from errors.

**Position Qualifications:**

Baccalaureate Degree from an accredited college. US Citizen, at least 21 years of age

Obtain Probation Officer's certification issued by the Indiana Office of Court Services

within 6 months of hire date

May be required to obtain CSAMS certification within 2 years of hire date, or as dictated by caseload

requirements to comply with the Boone County Courts Intervention Services Program.

Obtain IRAS and/or IYAS training and certification

Ability to meet all department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Must adhere to all Probation Standards as approved by the Office of Court Services Must comply with continuing education requirements

Must obey all written and oral orders/directives from department superiors, and appropriately respond to constructive criticism.

Ability to de-escalate volatile situations by means of conversation/negotiation, and by physical force as situations demand.

Ability to effectively listen, comprehend and communicate with co-workers, other County departments, Department of Corrections, and the public.

Ability to work with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers and subordinates.

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

Possession of a valid Indiana driver's license and demonstrated safe driving record. Ability to receive security clearance.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare required forms and reports within department deadlines.

Ability to properly use all office equipment.

Ability to physically perform the essential duties of the position.

**ADA Compliance:**

Physical Ability:

Sitting and walking at will, walking/ standing for long periods, lifting/carrying objects weighing less than 50 pounds, crouching/kneeling, bending, close and far vision, reaching, handling/grasping/fingering objects, keyboarding, speaking clearly, hearing sounds/communication, depth and color perception. Extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous physical effort during emergency situations.

Environmental Factors:

Exposure to potentially violent or hostile individuals. Incumbent must perform duties despite the stress of potential injury and/or loss of life to self and/or others. Incumbent regularly works weekend and/or evening hours, occasionally works extended and/or irregular hours, and occasionally travels out of town for training, sometimes overnight.

**The Boone County Probation Department is an Equal Opportunity Employer.** Equal employment opportunities are provided to all applicants for employment without regard to race, color, religion, sex (including pregnancy), gender identity, national origin, age, disability, marital status, political affiliation, socioeconomic status, status as a protected veteran or any other protected status in accordance with applicable federal, state, and local laws, and the Indiana Judicial Code. If you are a qualified individual with a disability and will need a reasonable accommodation to assist you in applying for the position or to perform the essential functions of the job, the Boone County Probation Department will provide reasonable accommodations.

**Applicant/Employee Acknowledgement:**

The job description for the position of Probation Officer describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes No

Applicant/Employee Signature: