Probation Officer Assistant Job Description

Responsibilities:

-Assist with administrative probation caseloads

-Supervise drug screens

-Assist with coverage of front desk area, including answering calls and greeting office visitors. This includes working outside normal business hours twice a week

-Willing to be on call to respond to after hours issues regarding electronic monitoring clients

-Assist with home visits as needed

-Perform data entry into office databases

-Copy and scan documents

-Any other duties as needed

Qualifications:

-High School Diploma or equivalent required

-Ability to effectively communicate with co-workers and the public

-Working knowledge of Microsoft Office (word, excel, outlook) and the ability to learn other computer programs/databases

-Ability to work as a team

-Ability to organize several duties and meet deadlines with minimal supervision

-Must submit to criminal records check and drug screen

-A valid Driver’s License is required

Benefits:

-401 (k)

-Dental Insurance

-Health Insurance

-Vision Insurance

-PTO

-Longevity Pay

Salary: $16.75 per hour