

**POSITION DESCRIPTION
COUNTY OF NOBLE, INDIANA**

POSITION: Problem-Solving Court Probation Officer
DEPARTMENT: Probation
WORK SCHEDULE: Minimum requirement of 37.5 hours per week. *This position may require some evenings, weekend, and holiday work hours.*
JOB CATEGORY: SPECIAL OCCUPATION (SO)

DATE WRITTEN: May 2024 **STATUS:** Full-time
DATE REVISED: **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. Noble 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 unique hardship.

Incumbent serves as a Problem-Solving Court Probation Officer for Noble County Probation/Community Corrections Department. The incumbent is responsible for supervising problem-solving court and probation participants, monitoring compliance with Court Orders, reporting behavior to the Court to ensure proper of problem-solving court and probation conditions and applicable laws.

DUTIES:

- Monitor status of participant progress with treatment and compliance with problem-solving court requirements.

- Conduct clinical screenings and make a report to the problem-solving court team.

- Maintain participant files.

- Prepare and submit reports to the problem-solving court team.

- Perform drug screening.

- Conduct home contacts upon approval of Chief Probation Officer.

- Testify in Court proceedings.

- Work closely with treatment providers and other service providers.

- Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Bachelor Degree in Criminal Justice, Social or Behavioral Sciences, or related field.

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Must be at least 21 years of age.

Compliance with training requirements for a problem-solving court clinical screening staff member (CSAMS certification).

Possession of or the ability to obtain all required certifications and trainings including but not limited to Indiana risk assessments trainings, defensive tactics, ILEA-approved firearms qualifications, training, CPR/first aid training, and continuing education as required by the Indiana Office of Court Services.

Ability to meet all department hiring requirements including the passage of a written exam, drug screen, polygraph, criminal background check, and psychological exam.

Knowledge of treatment programs and services available to clients from government, social, and private agencies. Ability to make referrals and assist clients with program as needed.

Considerable knowledge of community geography and ability to effectively monitor and/or locate clients, verify and document compliance with program requirements, and take appropriate action in response to violations.

Working knowledge of standards of English grammar, spelling punctuation, and ability to complete detailed, written reports within the department guidelines.

Working knowledge of universal health precautions and bloodborne pathogens control and the ability to apply such knowledge to protect oneself against infection.

Ability to properly operate standard office and field equipment such as a computer, calculator, telephone, copier, fax machine, drug screen equipment, portable breathalyzer, and pepper spray.

Ability to effectively communicate orally and in writing with co-workers, other county departments, law enforcement agencies, Courts, treatment providers, personnel from various government and social agencies, schools, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

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 competently serve the public with diplomacy, respect including occasional encounters with irate or hostile individuals.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Ability to understand, memorize, retain, and carry out oral and written instructions. Present findings in oral and written format.

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Ability to compute and perform basic arithmetic operations.

Ability to work alone with minimum supervision and with others in a team environment often under the pressure of formal schedules and deadlines.

Ability to apply knowledge of people/locations, plan/coordinate work assignments, and utilize good judgment in extreme and uncommon situations.

Ability to regularly work extended or irregular hours, occasionally working evenings, weekends, or holidays, working from home, and regularly traveling out of town for conferences or trainings, sometimes overnight.

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

Ability to serve on call at all hours of the day and night.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible routine and established department policies and practices. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual or unprecedented matters. Incumbent receives indirect or occasional supervision and has a high degree of flexibility on the job. Work is periodically reviewed for soundness of judgment and compliance with legal requirements.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, law enforcement agencies, other probation offices, offenders, and the public for purposes of exchanging/verifying information, rendering service, providing instruction, and resolving problems.

Incumbent reports directly to the Chief Probation Officer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, close/far vision, speaking clearly, and hearing sounds/communication. Incumbent may occasionally be required to walk/run up and down stairs, work in extreme hot or cold environments, and subdue an attacking and/or armed individual. Incumbent maintains frequent contact with offenders and may be exposed to irate/hostile persons. Incumbent may work a non-traditional work week with evening, weekend, and/or holiday hours. Incumbent serves on 24-hour on-call basis and responds to emergencies from an off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Problem-Solving Court Probation Officer for the Probation/Community Corrections Department describes the duties and responsibilities for

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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

Date

Print or Type Name