



CLINTON COUNTY GOVERNMENT

Job Description

Job Title: Adult Probation Officer
Department: Clinton County Adult Probation Services
Position Reports to: Chief Adult/Juvenile Probation Officer
Grade Level: J
FLSA Status: Non-Exempt
Position Type: Full-Time
Bargaining Unit Status: Bargaining
Date: August 10, 2018

Summary: The primary responsibility of the Clinton County Adult Probation Officer is to supervise adult offenders in the community and attempt to reintegrate these offenders back into the community as law-abiding citizens. The term “supervision” primarily means that Probation Officers attempt to ensure that clients adhere to the rules and regulations of probation or parole. The duties of a Probation Officer are performed under the direction of the Chief Adult/Juvenile Probation Officer.

To achieve proper supervision, Probation Officers shall have contact with clients in the office and at their home or employment. Appropriate referrals for treatment, employment, etc. are made at those meetings and other issues are addressed.

Probation Officers conduct pre-sentence investigations for the Courts as an aid in sentencing. They also complete pre-parole plan investigations and give recommendations to the Court. Detailed records of client contacts and their progress under supervision are required. Frequent review of all cases with the Chief Adult/Juvenile Probation Officer is also required.

At times, Probation Officers are required to participate in the arrest and transportation of clients who violate their supervision. Depending on the situation, local police support may be necessary when taking someone into custody. Thorough training is provided before an officer participates in this facet of the job.

Essential Functions: The following duties indicate the general nature and level of work performed by an Adult Probation Officer. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position. Other duties may be required or assigned at any time by the Chief Adult/Juvenile Probation Officer or the Court.

- Supervise a caseload of Probation, Parole, Accelerated Rehabilitative Disposition (ARD), Probation without Verdict (PWV), Intermediate Punishment (IP), Bail, or Furlough clients to ensure that they are abiding by conditions of supervision.
- Prepare a Revocation Petition when necessary and clearly detail each violation.
- Conduct pre-sentence investigations by consulting with the offender, arresting agency, victims, treatment providers, and others who may have an interest in the case.
- Conduct prior record checks of clients by using all available criminal justice websites.



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- Closely monitor compliance with all financial obligations to the Court and promptly file a Revocation Petition for noncompliance.
- Attend court hearings and testify when necessary.
- Process clients after court by reviewing conditions of supervision and ensuring that they sign and understand conditions.
- Periodically drug test clients to monitor compliance with conditions and coordinate drug and alcohol rehabilitation when needed.
- When ordered by the Court, place an electronic monitoring bracelet on clients and ensure compliance with the program.
- Document all contacts, court hearings, etc. in the probation case management system.
- Conduct pre-parole plans for the Court including, ensuring residence is approved and participating in the Re-Entry Assessment Team at the Clinton County Correctional Facility.
- Prepare a variety of reports, memorandums, or other documents to the Court and all parties.
- Arrest and transport clients who are in violation of their supervision.
- Maintain availability while on call to respond to emergency situations.
- Monitor adult and juveniles during community service projects after normal business hours to ensure the project is completed efficiently.
- Meet regularly with the Chief Adult/Juvenile Probation Officer to discuss the progress of clients under supervision.
- Attend training to be certified as a DUI Instructor and Court Reporting Network (CRN) Evaluator, if requested by the Chief Adult/Juvenile Probation Officer.
- Schedule and instruct the Alcohol Highway Safety School along with completing all CRN evaluations for DUI offenders, if requested by the Chief Adult/Juvenile Probation Officer.
- Attend a minimum of 40 hours of training annually and stay abreast of changes of law, regulations, and policies.
- Perform similar or related duties as required.
- Maintain regular and on-time attendance.
- Comply with all personnel policies of the Court.
- Perform other related functions as assigned or required.

The Clinton County Adult/Juvenile Probation Department attempts to provide employment opportunities to the widest range of candidates while at the same time striving to select the best qualified person. Selection of employees is done following a thorough interview process.

Education and Experience: A Bachelor's Degree (preferably in Criminal Justice or related field) is required.

Additional Job Requirements: Candidates must possess a valid driver's license, complete satisfactory pre-employment drug screen, pass a computer skills testing, a criminal background investigation, a physical, and psychological evaluation. Candidates will also be required to qualify and carry a department issued firearm while on duty. When a selection is made, the President Judge will authorize the hiring and establish a starting date.



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- Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products including, Word and Excel.
- Good time management skills; highly organized and detail-oriented.
- Ability to prioritize work, work independently without daily supervision, perform a variety of duties, and manage a variety of projects simultaneously in a high pressure atmosphere under sometimes severe time constraints.
- Be polite, patient, and courteous when dealing with staff, clients, or members of the public despite provocative behavior.
- Ability to effectively and professionally communicate verbally and in writing to diverse audiences.
- Pleasant personality with the ability to interact and maintain effective working relationships with judges, elected officials, employees, law enforcement officers, lawyers, and other individuals conducting business with the Court.
- Conscious of and sensitive to the diversity within the Court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
- Professional appearance and demeanor appropriate for the position.
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment.

Physical/Mental Demands

The physical/mental demands described here is that which an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to record, convey and present information, explain procedures and follow instructions.
- Must be able to sit for long periods throughout the work day, with occasional pushing, pulling, standing, walking, twisting, driving, reaching as necessary to carry out essential job functions.
- Requires coordinated dexterity of fingers/hands; feet/legs; torso as necessary to carry out essential work duties
- Occasional lifting/carrying of objects with a maximum weight of 50 to 75 pounds.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
- Must be able to pay close attention to details and concentrate on work.
- Must be able to mentally react quickly to offenders needs during supervisory/counseling sessions.
- Must be able to work with clients who carry or who may carry active hepatitis, HIV or other infectious diseases.
- Must possess the ability to restrain uncontrollable juveniles or adults and to make arrests when necessary.



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Work Environment:

The work environment described here is that which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works primarily indoors in adequate work space, lighting and ventilation, but with fluctuations in temperatures.
- Works with average indoor exposure to noise, but subject to frequent disruptions and moderate degree of stress.
- Works in outside weather conditions.
- Requires occasional work after normal business hours for on call, emergencies, community service projects and instructing the Alcohol Highway Safety School.
- Works daily with volatile and potentially hostile or aggressive offenders, including office area with no escape route and minimal security protection.
- Travels frequently when necessary to perform in-home or work site visits and to transport offenders.

Employee Expectations:

In completing the duties and responsibilities of the position as the Adult Probation Officer, the Court expects the employee will adhere to all court and county policies, guidelines, practices and procedures; act as a role model both inside and outside the Court and County, perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

At-Will-Employment:

The Adult Probation Officer, is an at-will employee and serves at the pleasure of the Court. The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

In compliance with the Americans with Disabilities Act, the Court will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Court Administrator to the extent that it does not constitute an undue hardship to the County.



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I have read the job description for the Adult Probation Officer, and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor

Date