

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Lead Probation Officer – Safety Trainer

Job Code: 8112

Pay Grade: 55

FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

The Lead Probation Officer normally participates in the planning and developing of new officer training, coordinates the orientation of new officers, performs as a mentor to support the performance development of officers, performs duties of a probation officer and coordinates various in-service education and special projects. These duties will be performed when training for defensive tactics and firearms training is not being developed or in session.

ESSENTIAL FUNCTIONS:

- Coordinates and facilitates educational and training programs, at various adult probation court locations, for officers in probation to meet training requirements in defensive tactics and firearms as mandated by the Administrative Office of the Courts (AOC), and Adult Probation department policy.
- Develops specialized training classes and programs for specific groups of employees.
- Provides reports and compliance data to adult probation management resulting from training provided to new and current officers on both firearms and defensive tactics.
- Conducts needs assessments to identify training opportunities to improve employee skills and performance.
- Schedules officers in probation for initial classes on firearms and defensive tactics and annual renewal classes.
- Establishes and maintains a training curriculum that is accurate and in accordance to the Administrative Office of the Courts (AOC) standards.
- Maintains department records and/or provides documentation for department files on the status of officer's requirements to take and pass classes for firearms and defensive tactics.
- Evaluates the effectiveness of training programs and makes recommendations towards improvements.
- Provides one-on-one mentoring to officers, when necessary, to improve particular skills.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Requests warrants and makes the arrest of probationers when necessary.
- Appears and testifies in court as required.
- Assists supervision in the continual development of performance measures.
- Performs related duties and projects as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have the knowledge of the basics and principles of psychology and other social sciences.
- Must have knowledge of the techniques and methods of interviewing and routine investigative techniques.
- Must have some knowledge of the effects and symptoms of physical, sexual and emotional abuse and crisis intervention methods and techniques.
- Must have skills in interviewing, counseling, observing and collecting data from probationers and other sources pertaining to probationer activities and behavior.
- Must have oral and written communication skills with the ability to present recommendations on sentencing and probationary terms in court based on investigative findings.
- Must have the ability to operate a variety of equipment necessary to perform job duties such as computers, telephones, radios, handcuffs, body armor and other equipment depending on case assignments.
- Must have the ability to communicate effectively in writing and orally with a diversity of individuals and present recommendations in court on sentencing and/or probationary terms based on investigative findings.
- Must have the ability to gain certification to teach both firearms and defensive tactics to officers in probation.
- Must have the ability to develop, implement, and present training classes on specialized topics, and to train and serve as a search team coordinator.

MINIMUM QUALIFICATIONS:

(1) A minimum age of 21 years and must be a United States citizen or have legal resident status (Supreme Court Order # 2003-92),

AND

(2) A bachelors degree preferably in the field of behavioral science or a related field (Supreme Court Order # 2003-92) and three years of post graduate work experience in probation as a probation officer or a higher level position.

LICENSES AND CERTIFICATES:

A valid Arizona Driver's license is required at the time of appointment. Must have or be able to acquire certification from the Arizona Supreme Court's Committee on Probation Education (COPE) to teach firearms and defensive tactics training.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Typically performs training duties in an office environment and may lift materials and/or equipment 20 lbs or less.
- Performs officer work that requires good physical strength and condition to apply restraining techniques, defensive tactics, react to physical confrontations and emergency situations, may lift and carry up to 75 pounds, bend, reach, kneel, crouch, crawl and stoop when necessary.
- Reads and comprehends court orders, reports, written rules, regulations, hear and understand speech and radio transmissions, and record information accurately and completely.
- Observes behaviors and situations, recall facts, work outside exposed to extreme weather conditions, and performs administrative duties in an office environment.

DISTINGUISHING CHARACTERISTICS:

This position is a classified position that reports to the Division Director, Adult Probation – Operation Services. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 04/17/09
Revised: 08/20/10

Approved by: _____ Date _____
Hiring Authority

Director, Human Resources Date _____