



ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Probation Officer
Job Code: 8114
Pay Grade: 49
FLSA Status: Non-exempt

PURPOSE OF CLASSIFICATION:

Supervises an assigned caseload of juvenile or adult probationers. Performs the investigation, counseling and guidance, and monitoring the behavior of offenders on court ordered probation. Performs duties in the field and in the office as it relates to monitoring and directing probationers' behavior.

ESSENTIAL FUNCTIONS:

- Assists the court by preparing and presenting presentence reports and pre-disposition recommendations.
- Conducts interviews, investigations and makes observations in preparation for writing presentence and pre-disposition reports.
- Directs and counsels juveniles referred to the Court or adult probationers concerning conditions of probation and the requirements of reporting, payment of restitution, fines and other costs associated with the terms of probation.
- Observes, monitors and collects information on probationer behavior and activities to determine if conditions of probation, reporting, payment of costs, and other responsibilities are being fulfilled.
- Makes decisions concerning the release/detainment of juveniles physically referred to the Juvenile Detention Center by law enforcement agencies.
- Assesses probationer personalities, social history, risk to the community, individual needs and other relevant factors to determine rehabilitation potential and plans to assist with rehabilitation.
- Monitors activities of probationers by visiting residences, places of work, schools and conducts legally authorized searches of persons, places or belongings.
- Maintains written and electronic records of activities, observations, contacts and other relevant events and issues on each assigned probationer. Prepares various reports as required.
- Directs and/or refers probationers to community resources such as treatment centers or other agencies based on observation of activities, behavior and conditions of probation.

- Locates absconders, serves warrants and arrests probationers when necessary and appears and testifies in court as required. Transports probationers to jail and other locations as required.
- Maintains required skills, licenses, permits, and/or certifications associated with an area of specialized instruction or expertise, such as firearms qualification or a specialized caseload.
- Probation Officers with a minimum of eighteen (18) months experience may carry a specialized caseload and may provide assistance and/or work support to lesser-experienced officers.

ADDITIONAL RESPONSIBILITIES/DUTIES

- May provide assistance to new probation and surveillance officers.
- May provide policy and/or procedural guidance to support staff and volunteers.
- Attends various training programs as necessary to learn new techniques, comply with new laws or departmental policies.
- Interfaces with community agencies and law enforcement departments in the performance of duties.
- Remains abreast of contemporary social and economic conditions, regulations, guidelines, community social services programs and resources as they relate to probation and the justice system.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the basic principles of psychology and other social science.
- 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 skills in the areas of self-control, patience, initiative, courtesy, tact and diplomacy.
- 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 groups; and present recommendations in court on sentencing and/or probationary terms based on investigative findings.

MINIMUM REQUIREMENTS:

- (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
- (3) Preference of one year of experience in a related field, such as but not limited to, criminal justice, social work, and/or counseling.

LICENSES AND CERTIFICATES:

Possess a valid Arizona driver's license. Must be able to complete training and gain the certification from the Arizona Probation Officer Academy.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Perform 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 and bend, reach, kneel, crouch, crawl and stoop when necessary.
- Read and comprehend court orders, reports, written rules, regulation, hear and understand speech and radio transmissions and record information accurately and completely.
- Observe behaviors and situations, recall facts, work outside exposed to extreme weather conditions, and perform administrative duties in an office environment.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to a Probation Unit Supervisor. Incumbents perform duties under general supervision and do not have direct supervisory responsibilities for other employees.

Date: 04/22/90

Revised: 09/01/01; 12/23/03; 01/21/05; 02/01/06