



ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Surveillance Officer
Job Code: 8116
Pay Grade: 43
FLSA Status: Non-exempt

PURPOSE OF CLASSIFICATION:

Monitors and provides surveillance on juvenile and adult probationers to ensure individuals adhere to the conditions of their probation. Provides surveillance for a caseload of probationers through the enforcement of a court ordered supervision program.

ESSENTIAL FUNCTIONS:

- Monitors and assists in enforcing conditions of probation of convicted felons or adjudicated juvenile offenders placed by the court in a probation program
- Conducts required surveillance of probationers through the enforcement of mandated curfews, telephone contacts, frequent visits to work site, school and social service agencies, and day/night home visits.
- Participates in conferences to evaluate probationer's progress and assists in determining appropriate changes to the probationer's supervision program.
- Identifies, develops and maintains contact with employers, schools, police, neighbors, social service agencies and victims to monitor the activity of probationers
- Provides crisis intervention to probationers and their families.
- Documents compliance with probation conditions and assists probation officer in preparing appropriate reports.
- Supervises and documents probationer's participation in community service work.
- Monitors weekly submission of probationer's paycheck to program.
- Performs spot checks on probationers at various hours to insure compliance with curfew.
- May transport probationers to required activities and locations, including meetings with probation officer, drug testing center, and court hearings.
- Maintains records of probationer's contacts, treatments, and verifies data/information submitted by probationers.
- Arrests probationers when violations of conditions of probation occur.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Participates in continuing training courses in areas such as surveillance techniques, crisis intervention, computer software programs, and communication skills/styles.
- May be required to carry and show proficiency in the use of firearms.
- May perform other related duties and/or projects as required by management.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of surveillance techniques and practices, investigative and interviewing methods, and crisis intervention methods and techniques.
- Must have a basic knowledge of the criminal justice system, laws, regulations, and rules related to probation conditions and enforcement.
- Must have the skills to identify the effects of drug and alcohol abuse.
- 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 develop and maintain strong working relationships with law enforcement agencies, community resources, and probationers, and coworkers.
- Must have the ability to communicate effectively in writing and with a diversity of individuals and groups.

MINIMUM REQUIREMENTS:

A minimum age of 21 years, and must be a United States citizen or have legal resident status; a High School Diploma or a G.E.D., AND preference may be given to candidates with preferred qualifications.

PREFERRED QUALIFICATIONS: (in priority order)

1. An Associate's degree from an accredited college in one of the following disciplines of study or a related field of study, justice studies, law enforcement, social services, or psychology; OR,
2. Sixty-three (63) college credit hours in one of the aforementioned fields of study; OR,
3. Two years of experience in a security position, a criminal justice agency position dealing with inmates or probationers or other agencies dealing with adult or juvenile offenders, social services position such as teaching, coaching, supervision, or case management; OR,
4. Any equivalent combination of experience, training and/ or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's license at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Performs work requiring good physical strength and conditioning, including to bend, reach, crouch, kneel, crawl, stoop and apply restraining techniques.
- React to physical confrontations and emergency situations quickly and effectively.
- Performs defensive tactics requiring quick reflexes, agility, coordination and strength.
- May lift and carry up to 75 lbs.
- At times maybe exposed to cold/hot weather conditions in the performance of duties.
- Hear and understand speech and radio transmissions.
- Read and comprehend written rules, regulations and other written materials.
- Observes behaviors and situations, recall facts, and records information clearly and completely.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports directly to a Probation Unit Supervisor. Incumbents may take work direction from Probation Officers and perform duties with direct and indirect levels of supervision. Incumbents have no supervisory responsibilities.

Date: 07/01/94

Revised: 2/96; 6/98; 6/01;9/01;9/03; 01/21/05; 02/01/06