

SUPERIOR COURT OF ARIZONA IN GREENLEE COUNTY

ADULT PROBATION OFFICER

NATURE OF THE WORK : Performs a variety of highly responsible duties associated with the compilation of information, conducting of through interviews, development of comprehensive reports, presentation of recommendations and monitoring for compliance of those placed under court and/or administrative conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises and oversees a caseload of adults; compiles information, conducts interviews, and develops comprehensive reports identifying elements of the charge, family and personal history, education, work experience, impact on victims and other information; identifies and recommends viable sentencing alternatives; identifies, recommends and presents alternatives for consideration; meets with client and/or other affected parties; appears and testifies in court.
- Manages, oversees and supervises a caseload limited by statute; manages files, and other paperwork associated with individual files; develops updates and maintains statistical and related records and reports; visits with clients on a scheduled and unscheduled basis; determines and assess compliance with court and administratively-ordered alternatives to incarceration; identifies and proposes modifications to set parameters as appropriate; prepares and submits court documents, forms and other items necessary for court records and information; identifies and recommends equipment and supply needs.
- Works with one or more officers to determine compliance with ordered activities and behavior; participates in personal and location searches and recommends appropriate action; drafts and presents paperwork necessary; works a varied schedule that may include evenings, weekends and/or holidays; works with volunteers, community resources and others as needed to accomplish goals and objectives; compiles, maintains and provides status and statistical reports.
- Represents the department in public and court-related arenas; promotes program and program activities within the community.
- Performs other functions as assigned.

Skills in:

- Establishing and maintaining cooperative working relationships with court employees, and the public.
- Communicating orally and producing written documents and written reports for public dissemination.
- Identifying and applying operational, statutory and required standards to individual cases, situations and circumstances.
- Operating a personal computer utilizing a variety of software applications.
- Analyzing a variety of issues, circumstances, situations and factors and make sound recommendations for consideration.

QUALIFICATIONS: Bachelor of Science preferred with a degree in Psychology, Sociology, Criminal Justice, Behavioral or Social Sciences, Business or Public Administration or a closely related field; AND, one year of experience working and maintaining a caseload, or closely related experience; OR, any

equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

ADDITIONAL REQUIREMENTS:

- This classification requires the applicant to pass criminal background checks.
- A valid Arizona State Driver's License is required.
- Arizona Committee on Judicial Education and Training (COJET) yearly accreditation is required.
- Employees in this classification must be eligible for certification as a State of Arizona Probation Officer within one year of employment.
- Employees in this classification must successfully complete approved defensive driving and van safety classes.
- Employees of this classification will be required to maintain all required certifications.
- Employee must complete a psychological evaluation.
- Employee must complete a polygraph examination.

PHYSICAL DEMANDS AND WORKING ENVIROMENT:

- Work is performed in a standard office environment and court facilities.
- May be exposed to infectious diseases and potential physical harm.
- Great benefits through the County wellness and insurance programs.

SALARY RANGE: \$42,500 – \$64,000.

APPLICATION DEADLINE: Open until filled.

The essential duties and responsibilities (as covered under the American with Disabilities ACT) included in this job description are illustrative only and are not a comprehensive listing of all functions, tasks, or duties performed by positions in this class. An incumbent may be asked to perform other duties as required.