



Adult Deputy Probation Officer

Classified

LEVEL:

GREENLEE COUNTY

Established Date: September 12, 2023

JOB SUMMARY

Performs a variety of highly responsible duties associated with the compilation of information, conducting of thorough interviews, development of comprehensive reports and assessments, presentation of recommendations and monitoring for compliance.

ESSENTIAL JOB FUNCTIONS

- Supervises and oversees a caseload of individuals referred to/and or deferred from the Superior Court; compiles information, conducts interviews, and develops comprehensive reports identifying elements of 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 clients 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 client 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; complies, maintains and provides status and statistical reports.
- Represents the program in public and court-related arenas; promotes program and program activities within the community.
- Performs other functions as assigned.

MINIMUM QUALIFICATIONS

Bachelor of Science degree in Psychology, Sociology, Criminal Justice, Behavioral or Social Sciences, Business or Public Administration or a closely related field. Degree may be waived upon review of related experience.

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

KNOWLEDGE, SKILLS AND ABILITIES

- Establishing and maintaining cooperative working relationships with co-workers, 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.

PHYSICAL REQUIREMENTS

Work is performed in a standard office environment and Court facilities.

May be exposed to infectious diseases and potential physical harm.

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 tactics certification within one year of employment.
- Employees of this classification will be required to maintain all required certifications.