



## Probation Officer I

Classified

LEVEL:

### **JOB SUMMARY**

Performs a variety of highly responsible duties associated with the compilation of information, conducting of through 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.

### **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.

### **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 making 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.

### **SALARY**

Starting \$50,000.

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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.