



compliance with conditions of release. Conduct searches, take samples, etc. Impose sanctions as appropriate. Coordinate with treatment/service providers and criminal justice system. (EE)

- Investigate and prepare pre-sentence reports for the Court which include personal, criminal, medical, mental, employment and financial history of offender. Make recommendations to the Court regarding sentencing. Reports will also include: violation, modification, early termination, interstate compact, etc. (EE)
- Maintain records and prepare reports on activities, cases and contacts. Submit reports to appropriate agency or organizational unit. Ensure that confidentiality of offenders is maintained when appropriate. (EE)
- Participate in Court proceedings and hearings process. Provide information as requested. (EE)
- Arrest, transport, search offenders as required. Defend oneself and others. (EE)
- Employees may be assigned specialty case load assignments such as sex offender, domestic violence, PSI writer, 1145 officer, etc. (EE)
- Follow all safety rules and procedures established for work areas. (EE)

### **OTHER DUTIES OF POSITION**

- Maintain and safeguard all department-issued equipment.
- Maintain proficiency in job skills by attending various training seminars, meetings and conferences.
- Increase knowledge and subject matter expertise through ongoing reading of articles, publications, white papers and books.
- Maintain work areas in a clean, orderly and professional manner.

### **REQUIREMENTS FOR POSITION**

- Broad knowledge of adult behavior and adjustment problems and related treatment methods, probation practices and philosophy, the laws and regulations governing the operation of adult probation programs and the criminal justice system.
- Four years of experience in a social service, rehabilitative, or correctional program with primary responsibility for guiding and/or counseling individuals or groups in the solution of occupational, educational, personal or social problems. Or a Bachelor's degree in behavioral science or a related field with major course work in behavioral science and one years' experience. Or an associate's degree in social services, such as Mental Health, Human Services, or Social Science and two years' experience.
- Must have Department of Public Safety Standards and Training basic certification within eighteen months from the date of hire.
- Possession of a valid driver's license with acceptable driving record.
- Selected applicant must successfully complete a department approved psychological evaluation including a recommendation for employment from the evaluator.

### **SPECIAL QUALIFICATIONS**

- Bi-lingual in English/Spanish.

## **PHYSICAL DEMANDS**

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools and controls. The position requires mobility in diverse terrain and the ability to operate a motorized vehicle.

Duties involve moving materials weighing up to 5 pounds on a regular basis, and up to 40 pounds on an infrequent basis. The employee may be required to move and physically control adults on an infrequent basis. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, etc. Employee may be required to deal with violent and combative individuals requiring considerable physical exertion.

## **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, and fax machine.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

The majority of the work period occurs in usual office conditions. Work locations include all types of indoor environments and outdoor work environments by travel to and from the office and offender residences within the community. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Employee is subject to 24-hour emergency call-back and must be available at all times of the day, including weekends and holidays.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date