



appropriate officers of the outcome of assessments. (EE)

- Provides case management oversight in the absence of the parole and probation officer to include monitoring of offender compliance and maintenance of case records; prepare reports related to offender compliance under guidance and direction from the supervising officer or supervisor. (EE)
- Provide individual and group educational, cognitive, and life skills training for offenders to ensure maximum results from programs. (EE)
- Monitor the payment and collections of fees from probationers. (EE)
- Participate in service resource development for offender programs, treatment, and in-service evaluation programs. (EE)
- Conduct urinalysis screens and/or alcohol screens in an office environment under the guidance and direction of supervising officer or supervisor. (EE)
- Attend staff meetings, professional conferences, and training programs. (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**

- Basic 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.
- Ability to apply comprehensive interviewing techniques to elicit, confirm and collect data and information.
- Make sound recommendations.
- Persuade and motivate clients to comply with court and release conditions.
- Enter, access and interpret data in various computer databases.
- Work independently with minimal supervision.
- Communicate effectively with persons of various ethnic or racial groups and socioeconomic backgrounds.
- Deal effectively with persons who may be hostile and abusive.
- Maintain accurate records.
- Understand and carry out oral and written directions; communicate effectively, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Equivalent to the completion of the twelfth grade supplemented by relevant college level course work in criminology, behavioral science, sociology or related field.
- One year of responsible experience in a social service, rehabilitative, or correctional program, including working directly with offenders.
- Possession of a valid driver's license with acceptable driving record.

- May require certification in LEDS operation.

### **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