

Arranges transfer of supervision of juveniles to Courts in other jurisdictions and maintains contact with Probation Officers in other counties to assess juveniles transferred out of Noble County.

Cooperates with state and federal probation/parole and other units conducting investigations. Serves as Probation Officer for juveniles transferred from other counties, completing reports and evaluations as required.

Maintains current knowledge of applicable local, state, and federal laws, rules, and regulations by researching and consulting a variety of legal codes and reference manuals, attending annual State Probation Officer Conference, and completing other professional development workshops, training, and education.

May participate in community activities to further the enhancement of community-based corrections as requested.

Performs duties of co-workers in their absence, or as needed.

Serves on call for detention purposes.

Performs other duties as assigned and/or required by law.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Baccalaureate Degree in Criminal Justice, Social or Behavioral Sciences, or related field.

Must be at least 21 years of age.

Obtain State of Indiana certification as a Probation Officer including passing the Probation Officer exam within the first 6 months of hire.

Possession of or ability to obtain possession of all required certifications and trainings, including, but not limited to, handgun/firearm qualification by the Indiana Law Enforcement Academy, First Aid/CPR certification, Effective Practices in Community Supervision training, Indiana Risk Assessment training, and defensive tactics and pepper spray training, with continuing completion of all training and certification requirements.

Ability to meet all Department hiring requirements including but not limited to passage of written exams, drug tests, and polygraph.

Thorough knowledge of all local, state, and federal laws applicable to probation operations, with ability to apply and enforce regulations as needed.

Working knowledge of standard policies and practices of Noble County legal process and probation system, with ability to accurately complete required legal reports, make recommendations to the Court, and apply and adapt procedures as cases demand.

Thorough knowledge of treatment programs and services available to clients from government, social, and private agencies, with ability to make referrals and assist clients with programs as needed.

Juvenile Probation Officer

Working knowledge of standard office procedures and Department computer software programs, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of standard English grammar, spelling, and punctuation, and ability to prepare forms, correspondence, and detailed written reports within established deadlines.

Knowledge of standard filing systems and ability to create and maintain department files.

Working knowledge of universal health precautions and blood-borne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Considerable knowledge of community geography and ability to effectively monitor and/or locate juveniles, verify and document compliance with program requirements, and take appropriate action in response to violations.

Working knowledge of radio frequencies, codes, procedures, and limitations, and ability to speak clearly and distinctly, hear and be heard, and understood when communicating in person, by radio, or by telephone.

Working knowledge of and ability to effectively apply evidence collection and preservation techniques.

Ability to properly operate standard office and field equipment, such as computer, calculator, telephone/cell phone, copier, fax machine, radio, urine screen equipment, portable breathalyzer, handgun, flashlights, bulletproof vest, search gloves, and pepper spray.

Ability to effectively communicate orally and in writing with co-workers, other county departments, law enforcement agencies, Courts, alcohol/drug treatment providers, juveniles, parents, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent persons.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, compare, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure from formal schedules and deadlines, and on several tasks at the same time.

Ability to plan/layout work assignments and count/performance arithmetic operations.

Ability to apply knowledge of people/locations and utilize good judgment in extreme and uncommon situations.

Ability to provide testimony in legal proceedings/court.

Ability to occasionally work extended or irregular hours, evenings and/or weekends, and occasionally travel out of town for training/conferences, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties that are broad in scope, impact, and involve complex variables and considerations. Incumbent exercises independent judgment in supervising staff, assessing and improving Probation/Community Corrections policies and procedures, and effectively resolves problems with operations.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, law enforcement agencies, other probation offices, offenders, and the public for purposes of exchanging/verifying information, rendering service, providing instruction, and resolving problems.

Incumbent reports directly to the Chief Probation Officer, Assistant Chief Probation Officer, and Lead Juvenile Probation Officer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and occasionally in the field. Regular duties involve keyboarding, sitting/walking at will, sitting for long periods, standing/walking for extended periods, lifting/carrying equipment weighing under 25 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, close/far vision, color/depth perception, handling/grasping objects, speaking clearly, and hearing sounds/communication.

Incumbent may occasionally be required to run fast for short and/or long periods, run up/down stairs, jump up/down from elevated areas, crawl in confined areas, climb over obstacles, and subdue an attacking and/or armed individual. Incumbent maintains considerable contact with probationers and is regularly exposed to hostile/violent individuals. Protective gear and/or equipment, such as latex gloves and a Kevlar vest, must be worn according to Department policy.

Incumbent occasionally works extended hours, evenings, weekends, rotates on an on-call basis, and occasionally travels out of town for training/conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Juvenile Probation Officer for the Probation/Community Corrections Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes____ No____

Applicant/Employee Signature

Date

Print or Type Name