General Statement of Duties

Performs standard/intermediate level professional work providing case management through interviewing, investigating, counseling and referring clients for probation and preparing presentencing reports and other documents for the court.

Distinguishing Characteristics

This class is distinguished from Staff Probation Officer, which performs entry-level professional work providing case management through interviewing, investigating, counseling and referring clients for probation and preparing pre-sentencing reports and other documents for the court. The Associate Probation Officer is also distinguished from the Senior Probation Officer, which performs full performance level professional work providing case management by interviewing, investigating, counseling and referring clients for probation and preparing pre-sentencing reports and other documents for the court. Senior Probation Officer also regularly performs lead work. Associate Probation Officer is also distinguished from the Electronic Monitoring Probation Officer series, which perform electronic monitoring of court assigned defenders in the community.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

Performs occasional lead work.

Essential Duties

Performs intermediate level professional work providing case management through interviewing, investigating, counseling and referring clients for probation and preparing pre-sentencing reports and other documents for the court.
Conducts investigations and/or interviews and verifies client information using a variety of sources and techniques. Conducts field contacts or home visits.

Manages case load of clients on probation and maintains contact to ensure court requirements such as reporting to the probation officer are met or to make changes in treatment programs.

Formulates case plans with the offender with the goal of establishing social behavior and repairing harm caused to the community and victim(s).

Manages the offender’s probationary period by using ongoing sanctions and incentive as motivational tools. When appropriate, recommends extension or termination of probation.

Determines action to be taken for client failure to meet probation requirements and notifies superiors and the court.

Evaluates client behavioral and physical conditions through the administration and analysis of the results of diagnostic tests.

Conducts investigations and provides recommendations for sentencing to the court based on findings. Appears before the court to provide oral testimony as well as written information.

Monitors client participation and progress in treatment at assigned treatment agency.

By position, evaluates outside organizations as possible facilities for treatment referrals.

By position, may be required to conduct field work, including conducting home visits, employment checks and treatment verification to verify compliance of offenders under probation supervision.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

**Decision Making** - Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Information Management** - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Planning & Evaluating** - Organizes work, sets priorities, determines resource requirements; determines short or long term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Reasoning** - Identifies rules, principals, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
Writing - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills
Knowledge of research techniques sufficient to be able to determine what information is needed, secure and analyzes desired information, and formulate logical recommendations.

Knowledge of interviewing techniques sufficient to be able to obtain and/or verify necessary information.

Knowledge of public safety and security; occupational health and safety investigation and inspection; rules, regulations, precautions, and prevention techniques for protecting people, data, property.

Knowledge of techniques and objectives of probation counseling and relative court procedures sufficient to be able to adequately counsel probationers.

Skill in assessing physical and mental condition of clients though diagnostic testing and interviews.

Skill in recognizing non standardized situations and preparing recommendations for problem resolution.

Education Requirement
Bachelor’s Degree in Psychology, Sociology, Human Services, Corrections, or a related field.

Experience Requirement
One (1) year of experience in case writing and investigation, or in case work and counseling in areas such as probation, prison, alcohol/drug abuse, domestic violence, or a related area.

Education & Experience Equivalency
One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification
By position, requires a valid Driver’s License at the time of application.

By position, possession of Alcohol and Drug Evaluating Specialist (ADES) Certification from the State of Colorado at the time of application. Possession of an ADES Certificate is required by the completion of probation.

Licenses and certifications must be kept current as a condition of employment.

Working Environment
Subject to varying and unpredictable situations Handles emergency or crisis situations
Subject to many interruptions
Subject to long irregular hours
Potential exposure to dangers of assaults/hazards.

Level of Physical Demand
2-Light (10-20 lbs.)
Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- Sitting: Remaining in the normal seated position
- Carrying: Transporting an object, usually by hand, arm, or shoulder
- Stooping: Bending the body by bending spine at the waist
- Handling: Seizing, holding, grasping or otherwise working with hand(s)
- Talking: Expressing or exchanging ideas by means of spoken words
- Eye/hand/foot coordination: Performing work through using two or more
- Lifting: Raising or lowering objects weighing no more than 20 pounds, from one level to another.

Background Check Requirement

- Criminal Check
- Employment Verification
- Education Verification
- By position, Motor Vehicle Record
- Licenses/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

- Pay Grade: N-620
- FLSA Code: N
- Management Level: 10
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date: 1/14/2019; 06/11/2019
- Revised By: Susan O’Neill; Ryland Feno
- Class History:
  - 1/14/19 - Added Essential Duties function of by position home visits.
  - 6/11/19 - Updated working environment verbiage.