General Statement of Duties

Performs regularly assigned lead work overseeing operational activities of a team of Electronic Monitoring Probation Officers assigned to one of four teams including Pretrial, Post Conviction, Alcohol or Field Work and providing a safe environment for the community through 24/HR on-call monitoring and providing a structured environment for court assigned offenders.

Distinguishing Characteristics

The Lead Electronic Monitoring Probation Officer is distinguished from the Electronic Monitoring Probation Officer that provides a safe environment for the community through performing 24-hour on-call monitoring and providing a structured environment for court assigned offenders. This class is also distinguished from Probation Officer series that perform professional work providing case management by interviewing, investigating, counseling, and referring clients for probation and preparing pre sentencing reports and other document for the court.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

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

Level of Supervision Exercised

Exercises regularly assigned lead work duties over two or more Electronic Monitoring Probation Officers.
Essential Duties

Oversees a team of officers assigned to one of four teams (Pretrial, Post Conviction, Alcohol or Field Work). Develops/modifies work plans, methods/procedures; determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult/unusual assignments. Assigns/distributes work, reviews work for accuracy/completeness and returns assignments with recommendations for proper completion.

Coordinates work of assigned workforce, and acts as a subject matter expert in resolving work related issues at the level of responsibilities. Provides adequate feedback to ensure all duties are performed on a daily basis resulting in providing a safe environment for the community through conducting 24/HR on-call monitoring of and providing a structured environment for court assigned offenders.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor. Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Reports all activities of the assigned team to the supervisor on a daily basis.

Fully proficient in the utilization all available electronic monitoring equipment along with field visits performs 24 hour on-call monitoring of offenders at residences, businesses, and/or other court ordered activity locations.

Fully proficient in the installation of all available electronic monitoring equipment, and ensures the return of all equipment and supplies.

Meets with clients weekly to verify client participation in court ordered treatment, employment, and/or community service, and documents client progress.

Conducts investigations and verifies information on misdemeanants and felons, and utilizes a computer to access and record information from the National Crime Information Center (NCIC), the District Attorney’s Record, or other law enforcement or probation databases.

Determines action to be taken for offender failure to meet court dictated requirements, and notifies supervisor and court.

Analyzes offender’s performance and compliance with electronic monitoring, and prepares reports for the courts concerning revocation requests, program progress, and recommendations for sanctions/treatment.

Interviews defendants, victims, witnesses and others to obtain information.

Testifies in court as needed. Provides information to the court on impacting laws and relevant electronic monitoring issues.

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 - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.
Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

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

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.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Written Communication - 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 human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment of self/others.

Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Education Requirement

Bachelor's Degree in Criminal Justice, Corrections, Psychology, Public Administration, Sociology, or a related field.

Experience Requirement

Three (3) years of experience in case writing or counseling in areas such as probation, alcohol and drug abuse, or domestic violence.

Education & Experience Equivalency

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

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

City and County of Denver
### Working Environment
Subject to varying and unpredictable situations. Subject to many interruptions. Pressure due to multiple calls/inquiries.

### Level of Physical Demand
1-Sedentary (0-10 lbs.)

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

- **Eye-Hand Coordination:** Accurately coordinates one’s eyes with one’s fingers, wrists, or arms to perform job related tasks (form example, to move, carry, or manipulate objects).
- **Agility:** Bends, stretches, twists, or reaches out with the body, arms, or legs.
- **Stamina:** Exerts oneself physically over long periods of time without tiring.
- **Lifting:** raising or lowering objects weighing no more than 10 pounds, from one level to another.
- **Carrying:** Transporting an object, usually by hand, arm, or shoulder. **Balancing:** Maintaining body equilibrium to prevent falling over.
- **Reaching:** Extending the hand(s) and arm(s) in any direction. **Far Acuity:** Ability to see clearly at 20 feet or more. **Near Acuity:** Ability to see clearly at 20 inches or less.
- **Field of Vision:** Ability to see peripherally.

### Background Check Requirement
- Criminal Check
- Employment Verification
- By position, Motor Vehicle Record
- Education Verification

### Assessment Requirement
None

### Probation Period
Six (6) months.

### Class Detail
- **Pay Grade:** N-622
- **FLSA Code:** N
- **Management Level:** 8
- **Established Date:** 9/21/2018
- **Established By:** Lori Schumann
- **Revised Date:**
- **Revised By:**
- **Class History:**