



Office of Human Resources  
Probation Officer III - CN2034  
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### General Statement of Duties

Performs full-performance level professional work by providing case management in the most difficult and complex cases through interviewing, investigating, intake/assessment, case planning, counseling and referring clients for probation and preparing pre-sentencing reports and other documents for the court.

### Distinguishing Characteristics

The Probation Officer III is distinguished from Probation Officer I, which performs entry-level professional work by providing case management through interviewing, investigating, counseling, intake/assessment, case planning, and referral of clients under probation supervision. Preparation of pre-sentencing reports and other documents for the court.

The Probation Officer III is distinguished from Probation Officer II, which performs standard/intermediate level professional work by providing case management through interviewing, investigating, counseling, intake/assessment, case planning, and referral of clients under probation supervision. Preparation of pre-sentencing reports and other documents for the court.

### Level of Supervision Exercised

By position, performs lead work.

### Essential Duties

In addition to performing the essential duties and responsibilities of the Probation Officer II, the Probation Officer III performs the followings:

On a rotating basis, is assigned Probation Court Representative (PCR) including coordination of the revocation docket in the courtroom, gathering cases from peers ensuring that documentation is complete, and recommendations are sound. Provide case information to involved legal parties. Ensures that all add-on cases are prepared according to established policies and assists in coordinating and verifying the work of other Probation Officers.

Prepares pre-sentence investigation reports, court motions, special reports, probation reviews. Prepares and serves probation revocation petitions. Testifies in court by providing testimony and preparing comprehensive reports that allows the court to make findings and recommendations that affect sentencing on revocation. Request fail to comply warrants from the judicial officers.

Participates in formal hiring interview processes for Probation Officer I candidates and assist in the process of reallocating Probation Officers to the II and III levels.

Represents the Department on community-based review boards and in the public meetings, and public education projects.

Recommends new methods of improving probation services; participates and coordinates in committees developing changes to departmental policies and procedures.

Trains and mentors' interns and newly hired Probation Officers. Provides input to the development and implementation of new elements in Probation Officer training programs. This may include scheduling of work, instructing in work methods, and reviewing work products for other staff. Provide training to other's in their area of expertise.

Serves as a member of a multidisciplinary team. Participates in defining, establishing and implementing treatment goals and plans.

Interviews defendants in a variety of settings to include the court, jail, and community, using a combination of established criteria, background data, assessments and judgment to formulate recommendations for sentencing recommendations and case planning.

Utilize motivational interviewing to conduct initial risk/needs assessments and screens to assess criminogenic needs and responsivity utilizing trauma informed and culturally competent practices.

Manage a 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. Motivates and manages the offender's probation period using a continuum of sanctions and incentives.

Develops and implements a case plan with the offender with the goal of establishing social behavior and repairing harm caused to the community and victim(s) and define goals and objectives to developing pro social behaviors to reduce recidivism. Provide a variety of social services referrals and determines need for social, behavioral, medical, and/or psychological services, provides counseling and crisis intervention, refers clients to support agencies, and monitors individual progress, cooperation, and acceptance of services in addition to developing pro social behaviors to reduce recidivism.

Conduct field supervision to evaluate compliance with terms and conditions of probation, as well as any special orders from the court. Build rapport with the probationer, community, and his/her support system. Assess peer and family associations. Verify the probationer's address and determine if the probationer needs assistance with food, shelter, clothing, childcare, etc. Opportunity to provide direct assistance and to provide official documentation or service of court documents.

Individuals assigned field supervision responsibilities will be required to successfully complete the Defensive Tactics course as per policy and be able to engage in defensive skills maneuvers.

Performs other related duties as assigned.

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

**Conflict Management** - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**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.

**Decisiveness** - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

**Developing Others** - Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others toward an agreement, and negotiates to find mutually acceptable solutions.

Information Management – Identifies a need for and knows where and how to gather information and 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.

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving- Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Reasoning - Identifies rules, principals, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

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.

## **Knowledge & Skills**

Ability to make decisions in emergency situations where there is no opportunity or time to seek supervisory assistance.

Ability to use technology (machines, tools, instruments, etc.) effectively; uses computers and applications to analyze and communicate information in appropriate format.

Ability to maintain and protect confidential information.

Knowledge of Trauma-Informed Care while interacting with clients and community referrals.

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 cultural awareness sufficient to better understand and relate with people they encounter.

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 motivational interviewing techniques, criminal history investigations, assessment and screening sufficient to be able to obtain and/or verify necessary information.

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

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.

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

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

### **Education Requirement**

Bachelor's Degree in Criminal Justice, Criminology, Psychology, Sociology, Human Services, or a related field.

### **Experience Requirement**

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

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

By position, possession of NCIC/CCIC Certification.

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

### **Working Environment**

Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes.

Potential exposure to hazardous conditions where there is danger to life, body, and/or health.

Potential exposure to hazardous/toxic chemicals.

Subject to contact with offenders under a wide variety of circumstances.

May engage in using defensive methods/maneuvers.

Subject to traffic, roadways, and pedestrians.

Subject to varying and unpredictable situations.

Handles emergency or crisis situations.

Subject to many interruptions.

### **Level of Physical Demand**

3 – Medium (20 – 50 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

Standing: remaining one one's feet in an upright position

Walking: moving about on foot.

Crouching: bending body downward and forward by bending legs  
Kneeling: bending legs to come to rest on one or both knees  
Stooping: Bending the body by bending spine at the waist  
Handling: Seizing, holding, grasping or otherwise working with hand(s)  
Hazards: conditions where there is danger to life, body and/or health  
Personal Safety: aware of surroundings, people, and events  
Hearing: perceiving the nature of sound by the ear  
Talking: Expressing or exchanging ideas by means of spoken words  
Eye/hand/foot coordination: Performing work through using two or more  
Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects  
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  
Ability to adjust vision to bring objects into focus  
Color Vision: Ability to distinguish and identify different colors.  
Carrying: Transporting an object, usually by hand, arm, or shoulder  
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

### Background Check Requirement

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

### Assessment Requirement

N-623

### Probation Period

Nine (9) months.

### Class Detail

**Pay Grade: N-623**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date: 5/31/2020**

**Revised By: GT**

**Class History: GT - Job duties, competencies, knowledge/skills, certifications, level of physical demand, physicals demands, and working environment sections updated.**