



Office of Human Resources  
Probation Officer I - CN2054  
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### General Statement of Duties

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.

### Distinguishing Characteristics

The Probation Officer I is distinguished from Probation Officer II, which performs standard/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.

The Probation Officer I is also distinguished from the Probation Officer III, 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. Probation Officer III also regularly performs lead work.

### Level of Supervision Exercised

None

### Essential Duties

Manage a caseload of clients under probation supervision by maintaining contact to ensure court requirements are met, such as reporting to the Probation Officer, adherence to court orders and coordinating any changes to treatment programs. Motivates and manages the offender's probation period using a continuum of sanctions and incentives using professional discretion.

Conducts initial risk/needs assessment to assess criminogenic needs and risk severity. Interview clients to elicit information to determine client's employment, economic, educational, social, criminal and emotional history to make referrals as appropriate.

Employ motivational interviewing to identify criminogenic needs, while addressing responsivity factors by utilizing trauma informed and culturally competent practices.

Develops and implements a case plan with the offender, with the goal of establishing pro-social behavior and repairing harm caused to the community and victim(s). Development of goals and objectives to support 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 guidance and crisis intervention. Monitors individual progress and level of engagement with services.

Collaborates with stakeholders to review and interpret monitored sobriety results, in order to establish and implement treatment goals and plans.

Prepares pre-sentence investigation reports, court motions, special reports, and probation reviews. Generates 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 impact sentencing on revocation.

Conducts field interaction to evaluate compliance with terms and conditions of probation, as well as any special orders from the court. Builds rapport with the client, community, and their support system, while assessing peer and family associations. Verify the client's address and determine if they are in need of assistance with food, shelter, clothing, childcare, or other necessities.

On a rotating basis, is assigned to be Probation Court Representative (PCR), which includes coordination of the revocation docket in the courtroom, gathering cases from peers, ensuring that documentation is accurate, and provide feedback to peers. Provide case information to involved legal parties. Probation Officer I's will be accompanied by a Probation Officer II or III for all court proceedings.

On a rotating basis, performs Officer of the Day duties according to department policies and procedures.

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.

**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.

**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.

**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.

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

**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

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

Ability to protect confidential information.

Ability to establish, maintain, and coordinate services with additional community organizations.

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, secures and analyzes desired information, and formulates logical recommendations.

Entry-level 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 assessing physical and mental condition of clients through diagnostic testing and interviews.

Skill in efficient time management and organization.

### **Education Requirement**

Bachelor's Degree in Psychology, Sociology, Human Services, Corrections, or a related field.

### **Experience Requirement**

None

### **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.

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 Verification

By position, Motor Vehicle Record

Licenses/Certification

### Assessment Requirement

None

### Probation Period

Nine (9) months.

**Class Detail**

**Pay Grade: N-617**

**FLSA Code: N**

**Established Date: 9/21/2019**

**Established By: LS**

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

**Revised By: GT**

**Class History: GT - Essential Duties, Competencies, KSA's, Certifications, Working Environment, Level of Physical Demand and Physical Demands updated.**