**General Statement of Duties**

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

**Distinguishing Characteristics**

This class is distinguished from Associate Probation Officer, which performs standard/intermediate 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. This class is also distinguished from the Electronic Monitoring Probation Officer series, which perform electronic monitoring of court assigned offenders in the community.

**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**

By position, performs lead work.

**Essential Duties**

In addition to performing the essential duties and responsibilities of the Associate Probation Officer, performs the followings:
Performs full-performance level professional work providing case management in the most difficult and complex cases through interviewing, investigating, counseling and referring clients for probation and preparing presentencing reports and other documents for the court.

On a rotating basis, is assigned Primary Coordinating Responsibility (PCR) including coordination of the revocation docket in the courtroom, gathering cases from peers ensuring that documentation is complete, and recommendations are sound.

Ensures that all add-on cases are prepared according to established policies and assists in coordinating and verifying the work of other probation officers.

Participates in formal hiring interview processes for Staff Probation Officer candidates.

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

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

Serves as coordinator or representative for a variety of programs and committees such as the National Crime Information Center (NCIC), Colorado Crime Information Center (CCIC), Interstate Compact and Sexual Assault Inter-Agency Council.

Trains and supervises interns and volunteers, assists in training programs for new probation officers and provides input to the development and implementation of new elements in staff training programs.

Reviews pre-sentence reports and corrective recommendations for accuracy and completeness prior to submission to court. Provides instruction to probation officers when corrections are needed.

Provides input to the development of Performance Enhancement Program.

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. Conducts field contacts or home visits.

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

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.

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.

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.

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

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 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 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**

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.

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

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.):

Sitting: Remaining in the normal seated position
Lifting: Raising or lowering an object up to 10 pounds
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
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.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

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

Assessment Requirement

None

Probation Period

Six (6) months.
Class Detail

Pay Grade: N-623
FLSA Code: N
Management Level: 9
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.
06/11/19 - Updated working environment verbiage.