

# Position Opening in Adult Probation

**Title:** Adult Probation Officer  
**Full time:** 35 hours per week  
**Salary:** Level Eight – Beginning at \$30,000

**Definition:** This is a probation officer who provides professional adult probation and parole services in a county probation and parole system.

An employee in this class performs a variety of beginning level duties which may include supervising a manageable caseload as part of a one (1) year training program to develop technical competence and understanding in investigating, advising, and counseling individuals on probation and parole to foster their personal, social and economic adjustment in the community. Upon completion of initial training, work involves counseling and supervising individuals on probation and parole, complete or participate in the completion of pre-sentence investigation reports and investigating pre-parole plans. Work includes a variety of contacts with agencies, employers, friends and families in securing information regarding probationers or parolees and in developing useful and effective rehabilitation plans. Formal and on-the-job training is received in the more complex phases of the assigned work. There may be violators in some cases. This work is regulated by law and well-defined procedure; however, as experience is gained, the employee is expected to perform with increasing independence. Work is reviewed in progress through observing the employee in action and, upon completion, through the review of reports and recommendation.

## Examples of work performed:

Supervises small and manageable caseloads of probationers and parolees, investigating their activities to ascertain whether or not they are violating probation and parole regulations.

Provides individual and group counseling and other services to help probationers or parolees in their personal, social and economic adjustment in the community.

Maintains contact with families, friends, employers, clergy and other persons concerned in aiding clients in their adjustment in the community.

Participates in training seminars, studies text and other training materials, and presents detailed reports on training assignments.

Conducts investigations to determine if parole plans are satisfactory.

Makes or assists in making arrests, and prepares or assists in preparing arrest reports.

Prepares regular reports of activities and contacts completed.

May conduct pre-sentence investigations and prepare reports on such investigations

### Required Knowledge, Skills and Abilities:

A bachelor's degree, or a bachelor's degree with one (1) year of related experience in probation, parole, or other social work; or

The intern program will consist of one (1) year on the job training and experience and upon satisfactory completion, the officer will be reclassified to the position of Probation Officer I

The newly hired Adult Probation Officer will be expected to complete the Juvenile Probation Officer Certification within one year from hire date.