

**BANNOCK COUNTY**  
**CLASS SPECIFICATION**

**JUVENILE PROBATION OFFICER**

Department: Juvenile Probation  
FLSA Designation: Non-Exempt

Pay Grade: 10  
Effective Date: 10/04, 8/09

**Purpose of Class**

Interviews, counsels, guides, and supervises juvenile offenders to assure adherence to court orders; performs related work as required.

**Primary Function**

The principal function of an employee in this class is to perform court-ordered probation monitoring work for the reform of offenders and protection of the community. Work includes conducting pre-sentence investigations, referring offenders to appropriate mental health and substance evaluations and treatment as required, monitoring compliance, compiling and maintaining case files, recommending further conditions of monitored probation or initiating petitions to revoke probation. Caseloads may include some specialization, such as low or high risk offenders, electronic monitoring, mental health offenders, substance abusers, or sex offenders. The work is performed under the supervision of the Juvenile Probation Director, but considerable leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment with field work that includes exposure to physical and possible health hazards.

**Essential Duties and Responsibilities (will vary by assignment)**

- Manages an assigned caseload of juvenile offenders, ranging from low to high risk;
- Develops and implements case management plans for individual offenders;
- Supervises individual offenders for compliance with court orders, including home, office, detention, work, and school visits;
- Prepares referrals for mental health, counseling, substance abuse, or other evaluations and treatments and monitors progress of treatment;
- Conducts investigations to determine offender adherence to court-ordered conditions;
- Receives and reviews monthly or other periodic reports from treatment providers on offenders and takes appropriate remedial actions as necessary;
- Monitors restitution and fine payment schedules;
- Monitors urinalysis testing;
- Provides classroom instruction in assigned areas;
- Recommends further conditions or initiates petition to revoke probation/parole when required;
- Conducts fieldwork to assure offender compliance with court orders;
- Conducts investigations to obtain information regarding the offense, the offender criminal history, family and social history, and other relevant information;

- Prepares pre-sentence reports and recommendations, including determining the risk the offender presents to the community;
- Compiles and maintains social and case histories, monitors court dockets and calendars, and runs record checks to determine whether probationers have committed additional offenses;
- Documents and maintains records of all contacts with offenders;
- Attends a variety of court hearings and testifies for probation/parole and sentencing related matters;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Requires flexible schedule and non-traditional work hours;
- On-call on rotation schedule to respond to emergency situations;
- Performs other related duties as required.

### **Competency Requirements**

#### Knowledge of:

- Human and criminal behavior, with emphasis on juvenile and adolescent behaviors;
- Interviewing, counseling, and investigative techniques applicable to case monitoring;
- Federal, Idaho, and County statutes, laws, codes, and regulations governing juvenile arrest, detention, probation/parole;
- Court practices and procedures;
- Departmental programs, policies, procedures, and operations as applied to the work performed;
- Various evaluation and treatment programs, social and service agencies, and other community resources available to offenders;
- Conflict resolution and mediation techniques, methods, and objectives;
- Operation of standard office equipment, including a personal computer.

#### Ability to:

- Gather and analyze facts and evidence and draw logical and objective conclusions;
- Readily adapt to changing work situations and assignments;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with assigned offenders, service providers, supervisors, other County employees, defense and prosecuting attorneys, the public, and other County and state agencies;
- Respond to citizen requests in a courteous and effective manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Make sound and reasonable decisions in accordance with laws, codes, regulations, and established procedures;
- Operate standard office equipment, including a personal computer and applications appropriate to assigned duties;
- Operate a motor vehicle;

- Operate specialized equipment such as electronic monitoring and personal defense devices;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain offender and Department confidentiality;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required and a bachelor's degree in criminal justice, behavioral or social sciences, or a related field is preferred; and
- Two (2) to three (3) years experience in probation monitoring, social service, or court-related behavioral services is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Idaho POST certification is required;
- Ongoing training to maintain current certification is required;
- First Aid and CPR certification is required;
- Idaho drivers license is required.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person, by telephone, and two-way radio;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare a variety of written and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, agility, and physical strength and reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment and perform field investigation and monitoring activities.