

BANNOCK COUNTY **CLASS SPECIFICATION**

DRUG COURT CASE MANAGER/ PROBATION OFFICER

Department: Court Services
FLSA Designation: Non-Exempt

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

Purpose of Class

Manages a caseload of Drug Court clients and offenders on probation to determine compliance with Court-ordered terms of probation; performs related work as required.

Primary Function

The principal function of an employee in this class is to manage a caseload of Drug Court offenders and offenders on probation to monitor compliance with court-ordered terms of probation for the protection of the community. Work includes referring defendants to appropriate mental health and substance evaluations and treatment as required, monitoring compliance with court orders and sentencing requirements, compiling and maintaining case files, recommending further conditions of probation, or initiating petitions to revoke probation. The work is performed under the supervision of the Court Services Director, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment that includes exposure to potential personal danger.

Essential Duties and Responsibilities (will vary by assignment)

- Manages an assigned caseload of offenders on supervised probation and Drug Court clients;
- Establishes and maintains a case file on each offender, scheduling appointments for established periodic visits;
- Supervises individual offenders for compliance with court orders and sentence requirements;
- Prepares referrals for mental health, counseling, substance abuse, or other evaluations and treatments and monitors attendance at and progress of treatment;
- Conducts investigations to determine offender adherence to court-ordered conditions, including home visits, home searches and making arrests for non-compliance;
- 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;
- Administers drug and alcohol testing;
- Monitors probation and other fees;
- Recommends further conditions, initiates affidavit to revoke, or petitions for early termination of probation;

- Monitors court dockets and calendars and runs record checks to determine additional offenses;
- Issues arrest warrants for violators and takes violators into custody;
- Attends Court and evidentiary hearings and presents recommendations and/or testimony on violations and sentencing;
- Documents and maintains records of all contacts with defendant;
- Monitors unsupervised probation files;
- Prepares monthly or other periodic statistical report;
- Performs all work duties and activities in accordance with County and Court policies, procedures, and safety practices.

Other Duties and Responsibilities

- On call 24/7 for drug court participants;
- Assists other department personnel as necessary;
- May teach a variety of classes for Court Services including, but not limited to, Parenting with Love and Logic and Parenting with Dignity;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Human and criminal behavior;
- Interviewing, counseling, and investigative techniques applicable to case monitoring;
- Idaho and County statutes, laws, codes, and regulations governing arrest, detention, and probation;
- Criminal court practices, terminology, and procedures;
- Departmental programs, policies, procedures, and operations as applied to the work performed;
- Teaching and presentation skills;
- Various evaluation and treatment programs, social and service agencies, and other community resources available to defendants;
- File and information management methods and procedures;
- Operation of standard office equipment, including a personal computer;
- Basic bookkeeping and cash handling procedures and methods.

Ability to:

- Gather and analyze facts and evidence and draw logical and objective conclusions;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Effectively teach classes to clients;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with assigned defendants, 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, alcohol detection, 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 defendant 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 college degree in criminal justice, behavioral or social sciences, or related field; and
- Two (2) to three (3) years experience in probation monitoring, social service, law enforcement, 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 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 and by telephone;
- 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 work in an office environment, lift up to 50 pounds, and restrain an individual in custody.