



Career Service Authority

Associate Probation Officer

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GENERAL STATEMENT OF CLASS DUTIES

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.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Staff Probation Officer, which performs entry-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 Associate Probation Officer is also distinguished from the Senior Probation Officer, 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. Senior Probation Officer also regularly performs lead work. Associate Probation Officer is also distinguished from the Electronic Monitoring Probation Officer series, which perform electronic monitoring of court assigned defenders in the community.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Performs occasional lead work.

ESSENTIAL DUTIES

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.

Conducts investigations and/or interviews, and verifies client information using a variety of sources and techniques.

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.

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

Manages the offender's probationary period by using ongoing sanctions and incentive as motivational tools. When appropriate, recommends extension or termination of probation.

Determines action to be taken for client failure to meet probation requirements and notifies superiors and the court.

Evaluates client behavioral and physical conditions through the administration and analysis of the results of diagnostic tests.

Conducts investigations and provides recommendations for sentencing to the court based on findings.

Appears before the court to provide oral testimony as well as written information.

Monitors client participation and progress in treatment at assigned treatment agency.

By position, evaluates outside organizations as possible facilities for treatment referrals.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

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.

Integrity/Honesty - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct and understands the impact of violating these standards on all organization, self, and others; is trustworthy.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; related well to people from varied backgrounds & situations; is sensitive to individual differences.

Self-Management - Sets well defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; demonstrates responsible behavior.

Reasoning - Identifies rules, principals, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Problem Solving - Identifies problems; determines accuracy and relevance information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluated technical information related to the job; advises others on technical issues.

Self Esteem - Believes in own self worth; maintains a positive view of self and displays a professional image.

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.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Memory - Recalls information that has been presented previously.

Writing - Recognizes or uses correct English grammar, punctuations and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience (preparing professional reports that clearly express and convey ideas and concepts).

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 cue and responds appropriately.

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.

Stress Tolerance - Deals calmly and effectively with high stress situations i.e. hostile individuals, emergency situations, dangerous situations, etc.

Public Safety and Security - Knowledge of the military, weaponry, and intelligence; public safety and security; occupational health and safety investigation and inspection; rules, regulations, precautions, and prevention techniques for protecting people, data, property.

Clerical - Knowledge of filing, typing, entering data, maintaining records, taking shorthand, and using and completing forms.

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

Skill in recognizing non standardized situations and preparing recommendations for problem resolution.

Physical Demands:

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

Working Environment:

Subject to varying and unpredictable situations

Handles emergency or crisis situations

Subject to many interruptions

Subject to long irregular hours

Exposed to dangers of assaults/hazards

Education Requirement:

Baccalaureate Degree in Psychology, Sociology, Human Services, Corrections, or a related field

Experience Requirement:

One year of experience in case writing and investigation, or in case work and counseling in areas such as probation, prison, alcohol/drug abuse, domestic violence, or a related area.

Education/Experience Equivalency:

A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application. Possession of a valid Colorado Class "R" driver's license prior to the end of probation.

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.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY:

REVISED DATE: 01/18/2009

REVISED BY: Hameed Pousti

CLASS HISTORY

09/1995 – The Staff Probation Officer was originally created.

01/2009 – The class spec was formatted into new format. The General Statement of Class Duties (GSD) and the Essential Duties of the spec were revised and updated. The Distinguishing Characteristics, Competencies, knowledge and skills were added. Experience for education for equivalency was added. The Licensure and/or Certification was updated.