



## Career Service Authority

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# Electronic Monitoring Probation Officer-Lead

### **GENERAL STATEMENT OF CLASS DUTIES**

Performs permanently assigned lead work overseeing operational activities of a team of Electronic Monitoring Probation Officers assigned to one of four teams including Pretrial, Post Conviction, Alcohol or Field Work and providing a safe environment for the community through 24/HR on-call monitoring and providing a structured environment for court assigned offenders.

### **DISTINGUISHING CHARACTERISTICS**

The Electronic Monitoring Probation Officer-Lead is distinguished from the Electronic Monitoring Probation Officer that provides a safe environment for the community through performing 24-hour on-call monitoring and providing a structured environment for court assigned offenders. This class is also distinguished from Probation Officer series that perform professional work providing case management by interviewing, investigating, counseling, and referring clients for probation and preparing pre sentencing reports and other document for the court.

#### ***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 and 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 Communications and 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:***

Performs permanently assigned lead work.

**ESSENTIAL DUTIES**

Oversees a team of officers assigned to one of four teams (Pretrial, Post Conviction, Alcohol or Field Work). Develops/modifies work plans, methods/procedures; determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult/unusual assignments. Assigns/distributes work, reviews work for accuracy/completeness and returns assignments with recommendations for proper completion.

Coordinates work of assigned workforce, and acts as a subject matter expert in resolving work related issues at the level of responsibilities. Provides adequate feedback to ensure all duties are performed on a daily basis resulting in providing a safe environment for the community through conducting 24/HR on-call monitoring of and providing a structured environment for court assigned offenders.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor. Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Reports all activities of the assigned team to the supervisor on a daily basis.

Fully proficient in the utilization all available electronic monitoring equipment along with field visits performs 24 hour on-call monitoring of offenders at residences, businesses, and/or other court ordered activity locations.

Fully proficient in the installation of all available electronic monitoring equipment, and ensures the return of all equipment and supplies. These JRs should start with an action verb not fully.

Meets with clients weekly to verify client participation in court ordered treatment, employment, and/or community service, and documents client progress.

Conducts investigations and verifies information on misdemeanants and felons, and utilizes a computer to access and record information from the National Crime Information Center (NCIC), the District Attorney's Record, or other law enforcement or probation databases.

Determines action to be taken for offender failure to meet court dictated requirements, and notifies supervisor and court.

Analyzes offender's performance and compliance with electronic monitoring, and prepares reports for the courts concerning revocation requests, program progress, and recommendations for sanctions/treatment.

Interviews defendants, victims, witnesses and others to obtain information.

Testifies in court as needed. Provides information to the court on impacting laws and relevant electronic monitoring issues.

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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.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge & Skills:***

**Integrity/Honesty** - Displays a high standard of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action; is trustworthy.

**Oral Communication** - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others and facilitates an open exchange of ideas.

**Problem-Solving** - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

**Written Communication** - Expresses facts and ideas in writing in a succinct and organized manner.

**Reading** - Understands and interprets written material, including technical information, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written materials to specific situations.

**Technology Application** - Uses machines, tools, or equipment effectively; uses computer and computer applications to analyze and communicate information in the appropriate format.

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

**Legal/Government/Jurisprudence** - Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

**Leadership** - Interacts with others to influence, motivate, and challenge them; adapts leadership styles to a variety of situations.

**Flexibility** - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with ambiguity.

**Leading Diverse Workforce - Implements diversity policies** for subordinate staff; supports opportunities to develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

**Managing Human Resources** - Plans, distributes, coordinates, and monitors work assignments; evaluates work performance, provides feedback on performance; ensures staff are appropriately utilized and developed, and are treated in a fair and equitable manner.

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

**Psychology** - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

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

**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; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

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

**Decision Making** - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

**Organizational Awareness** - Knows the organization's mission and functions, and how it's social, political, and technological systems work. This includes policies, procedures, rules, and regulations of the organization.

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

**Influencing/Negotiating** - Persuades others to accept recommendations, cooperate or change their behavior; works with others towards and agreement; negotiates to find mutually acceptable solutions.

Knowledge of supervisory principals/practices sufficient to be able to perform a variety of leadwork functions.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment of self/others.

Skill in applying existing guidelines or recommending new approaches to the development/modification of work plans/methods/procedures for the work unit/functions.

### ***Physical Demands:***

Eye-Hand Coordination: Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job related tasks (form example, to move, carry, or manipulate objects).

Agility: Bends, stretches, twists, or reaches out with the body, arms, or legs.

Stamina: Exerts oneself physically over long periods of time without tiring.

Lifting: Raising or lowering an object 10-25 pounds.

Carrying: Transporting an object, usually by hand, arm, or shoulder.

Balancing: Maintaining body equilibrium to prevent falling over.

Reaching: Extending the hand(s) and arm(s) in any direction.

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.

### ***Working Environment:***

Subject to varying and unpredictable situations.

Subject to many interruptions.

Pressure due to multiple calls/inquiries.

***Education Requirement:***

Baccalaureate Degree in Criminal Justice, Corrections, Psychology, Public Administration, Sociology, or a directly related field.

***Experience Requirement:***

Three years of experience in case writing or counseling in areas such as probation, alcohol and drug abuse, or domestic violence.

***Education/Experience Equivalency:***

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

***Licensure and/or Certification:***

By position, 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.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 01/18/2009

***ESTABLISHED BY:*** Hameed Pousti

***REVISED DATE:***

***REVISED BY:***

***CLASS HISTORY*** New Class