



Career Service Authority

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Electronic Monitoring Probation Officer

GENERAL STATEMENT OF CLASS DUTIES

Provides a safe environment for the community through performing 24-hour on-call monitoring of and providing a structured environment for court assigned offenders.

DISTINGUISHING CHARACTERISTICS

The Electronic Monitoring Probation Officer is distinguished from the Electronic Monitoring Probation Officer-Lead that 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 providing a safe environment for the community through 24/HR 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 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:

None

ESSENTIAL DUTIES

Utilizing electronic drive-by, on-site, or telephone monitoring equipment, performs 24 hour on-call monitoring of offenders at residences, businesses, or performing community service.

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, 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 court ordered programs, and prepares reports for the courts concerning revocation requests, program progress, and recommendations for treatment.

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

Installs electronic monitoring equipment, and ensures the return of all equipment and supplies.

Provides information to the court on impacting laws and relevant electronic monitoring issues.

Testifies in court as needed.

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, 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.

Writing - Recognizes or uses correct English grammar, punctuation 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.

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.

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

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.

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.

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.

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.

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

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

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

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.

Memory - Recalls information that has been presented previously.

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

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.

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.

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.

Creative Thinking - Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; use training, feedback, or other opportunities for self learning and development.

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

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.

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

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.

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 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:

One year 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: 09/16/1995

REVISED DATE: 01/18/2009

REVISED BY: Hameed Pousti

CLASS HISTORY 09/1995 - Class was originally created
01/2009 - Job spec was placed in to new format.