



Career Service Authority
Staff Probation Officer

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GENERAL STATEMENT OF CLASS DUTIES

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.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Associate Probation Officer, which performs standard/intermediate 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. This class is also distinguished from the Electronic Monitoring Probation Officer series, which perform electronic monitoring of court assigned offenders in the community.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

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.

Conducts investigations, 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 in to the probation officer are met or to make changes in treatment programs.

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.

Prepares pre-sentence reports which include recommendations for sentencing and treatment.

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

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

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, 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.

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

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

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.

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.

Memory - Recalls information that has been presented previously.

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.

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.

Knowledge of research techniques sufficient to be able to determine what information is needed, secure and analyzes desired information, and formulate logical recommendations.

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:

None

Education/Experience Equivalency:

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

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.

By position, possession of Alcohol and Drug Evaluating Specialist (ADES) Certification from the State of Colorado at the time of application. Possession of 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.