



## JOB DESCRIPTION

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**JOB TITLE:** Full-Time Adult Probation Officer

**DEPARTMENT:** Potter County Probation

**SUPERVISOR'S TITLE:** Chief Probation Officer

**JOB CLASS:**

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### FULL-TIME ADULT PROBATION OFFICER

#### **GENERAL DESCRIPTION**

An Adult Probation Officer investigates, advises, and counsels individuals on probation or parole to foster their personal, social and economic adjustment in the community. Work is reviewed by the supervisor in progress through observing the officer in action, through conferences and upon completion, through the review of reports and recommendations.

#### **ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES**

A Probation Officer shall be responsible to perform their duties under the supervision of the Chief Probation Officer and President Judge of Potter County. This officer shall be responsible to assist in the smooth operation of the Probation Department, cooperating as necessary with fellow workers and in this regard will be responsible for such varied tasks and duties as they may be called upon to perform at the direction of their supervisor.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Counseling and supervision of individuals on probation or parole;
- Completion of pre-sentence investigation reports, investigations or pre-parole plans;
- Maintain a wide variety of contacts with agencies, employees, friends and families in securing information regarding probationers and parolees;
- Assisting and developing useful and effective rehabilitation plans;
- Officer shall be subject to compliance with all Policies and Procedures of the Potter County Probation Department.

GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED, TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Making or assisting in arrests or assisting in preparing arrest reports;
  - Serves as security for the Court at times and administers periodic urinalysis testing;
  - Maintain accurate, concise, up-to-date, chronological records as per each client reflecting the processing of the case to include observations, referrals, contacts, follow-up, compliance and adjustment;
  - When appropriate, and in compliance with the policies of the Potter County Probation Department, this officer may be authorized to carry a firearm;
  - There is an element of physical danger in working with probation and parole violators. Although law and well-defined procedures regulate the work, the officer is required, in emergencies, to make decisions directly affecting the public safety and personal liberties of individuals;
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- Other responsibilities and/or duties as assigned or requested.

### **QUALIFICATION REQUIREMENTS**

#### KNOWLEDGE AND ABILITIES:

- Able to maintain strict confidence;
- Ability to become familiar with criminal and civil procedures;
- Must be able to multi-task;
- Ability to work independently within standard operating procedures and legal requirements;
- Ability to use time management skills;

#### EXPERIENCE AND TRAINING:

- Minimum possession of a Bachelor's degree, either in Criminal Justice or Social Services curriculum;
- Computer literacy;
- Effective written and verbal communication skills;
- Effective time management, organizational and problem solving skills;
- Effective interpersonal and conflict resolution skills;
- Willingness to attend trainings related to job position.

#### PHYSICAL REQUIREMENTS:

- Ability to lift light storage boxes (20 lbs.);
- Ability to work under and meet deadlines;
- Ability to sit for extended periods of time;
- Ability to frequently stand and walk;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

#### ADDITIONAL REQUIREMENTS:

- FBI Criminal History check and Pennsylvania Child Abuse clearance
- Possession of a valid Pennsylvania driver's license.

**HOURS:** Monday – Friday 8:30am – 4:30pm with 1 hour for lunch  
35 hour work week; Overtime as needed and approved by direct supervisor.

**PAY RATE AND BENEFITS:** Pay rate is based on the union contract. County benefits package available.