

COLUMBIA COUNTY
Job Description

Job Title: ADULT PROBATION OFFICER
Department: PROBATION/PAROLE
Reports To: President Judge of Columbia County
FLSA Status: Non-Exempt
Prepared Date: April 2002

SUMMARY : Depending upon the discretion of the Court, the following are specific areas where the Probation Officer may be assigned for the purpose of supervising a caseload of offenders:

- Interstate Compact Transfer Officer
- Probation Officer
- Courtesy Supervision In County (Transfers In) Officer
- Courtesy Supervision Out of County (Transfers Out) Officer
- Intermediate Punishment (IP) Officer
- Intensive Supervision Officer
- Electronic Monitoring (EM) House Arrest Officer
- Warrants Officer
- Global Positioning System (GPS)
- Work Release Officer
- Sex Offender Supervising Officer
- Parole Officer
- Community Service Officer
- Pre Sentence Investigator
- Accelerated Rehabilitative Disposition (ARD)/ Probation Without Verdict (PWV) Officer
- Institutional Officer

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Supervises a caseload of offenders as assigned by the Chief and in conjunction and accordance with the policies and procedures of the CCAPD and the Court, e.g. if functioning as the Community Service Officer will supervise offenders sentenced to complete community service hours and will solicit possible work sites for the program. The Intensive Supervision Officer requires working with persons with known violent backgrounds and involves more contact with these individuals thus a maximum caseload is about half of what normally would be assigned.
2. Performs intake interviews and prepares packets for offenders completing documentation to be relayed to offenders placed in a specific program.

3. Monitors activities of the offender by covering evening and weekend visits to the offenders' residences and places of employment/service collecting urine samples and performing breath tests. Performs curfew checks to ensure compliance.
4. Monitors offender balance of Court costs, fines, restitution, supervision fees, drug and alcohol fees, Community Service fee, etc.
5. Detects and investigates violations to parole or probation and implements the alternatives and sanctions.
6. Conducts Pre-Parole investigations and Pre-Sentence Investigations as required to assess risk and potential compliance.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree in Social Work, Criminal Justice, Public Administration or related areas or an equivalent combination of training and experience may be substituted.

LANGUAGE SKILLS :

Ability to read, analyze, and interpret general business periodicals, professional journals, or governmental regulations.

Ability to write reports and business correspondence.

Ability to effectively present information and respond to questions from the court, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING SKILLS:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possess a valid PA Driver's License

Possess Certificate of Graduation from PA Probation/Parole Basic Officer Training

PHYSICAL DEMANDS:

Work requires qualification with a firearm for both PA Probation and Parole Officers Firearm Education and Training Commission in accordance with CCAPD policy.

Work may involve bending, walking, running, jumping, physically confronting and lifting over 50 lbs.

Work involves some threat to personal safety.

WORK ENVIRONMENT:

Some work is performed in an office environment, though frequently field work is required while monitoring caseload.

The County of Columbia is an equal opportunity employer. In accordance with the Americans with Disabilities Act, as amended, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages employees to discuss potential accommodations with the Employer.