



<b>Job Title</b>	<b>Probation Officer</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>16053</b>

**Class Specification – Probation Officer**

**Summary Statement:** The purpose of this position is to perform a variety of paraprofessional duties related to the operation of the Probation Department and support of the court. This is accomplished by performing duties requiring specialized knowledge in supervising individuals on probation and providing case management through interviews, investigations, counseling, and referring clients for probation and preparing pre-sentencing reports for the court; provides customer service through interpersonal interactions, electronic communication, and telephone support; responsible for creating and maintaining accurate records and files; interprets and carries out judges’ orders, performs investigations, gathering information and documents; makes recommendations to the court based on findings; provides testimony in court; creates payment plans and determines eligibility for services or waiver of fees; assesses clients’ behavior and develops case plan to promote pro-social behavior; files petitions to revoke and requests for warrants; conducts and facilitates court programs. Other duties include assisting Probation Technicians and Probation Municipal Court Clerks as needed. Job responsibilities are carried out according to established court policies and procedures, city ordinances, state statutes and within established guidelines of the Colorado Municipal Court Rules of Procedure and Colorado Criminal Rules of Procedure.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
60%	Interprets and explains provisions of the law including rules, court orders, ordinances, and statutes; carries out directives of the judge within established parameters; explains court orders, conditions, and processes with defendants; interviews clients to determine risk areas and develops appropriate case plan to promote pro-social behavior and reduce recidivism. Determines and sets appropriate level of supervision and reporting schedules; manages or formal caseload; researches client and case data using information systems; obtains necessary information and documents; determines eligibility for participation in specialized probation programs; selects and assigns appropriate agency according to court order and defendant’s circumstances. Monitors compliance to complete remedial classes, programs, conditions, counseling, or restitution; oversees random monitoring requirements and other court orders; maintains contact with clients to determine status of court orders; adjusts case plan as necessary; determines successful completion and updates files. Communicates with outside



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	agencies, court staff, attorneys, interpreters, and judges; advises defendant of consequences for failure to comply; files documents with the court; creates and maintains physical and electronic case files. Reviews client's status for non-compliance, adjusting case plan using sanctions or incentives as motivational tools; files petitions to revoke; prepares memorandum and case file before return to court; provides recommendations to the court; notifies law enforcement to assist in locating and contacting wanted persons; provides testimony in the courtroom; files request for warrant as necessary; and ensures security of confidential files.
30%	Interviews clients to determine risk and needs areas; researches client and case data using information systems; obtains and verifies necessary information and documents; reviews, researches, and summarizes public and confidential information; communicates with victims, outside agencies, court staff, attorneys, interpreters, and judges; applies screening criteria for offenders in custody to determine eligibility for PR; investigates and determines restitution amount. Makes recommendations to the court; generates reports and memorandums; creates and submits pre-sentence investigation reports; notifies the court of any pertinent information for cases appearing on the docket; creates and maintains accurate physical and electronic files; provides court testimony; and notifies law enforcement to assist in locating and contacting wanted persons.
5%	Maintains inter-departmental communication and participates in training; maintains current knowledge of community resources and referral agencies, treatment methods, substance abuse issues, and substance-use monitoring methods; evaluates outside organizations as referral sources for court-ordered conditions; attends and participates in case staffing; may develop, conduct, and facilitate various programs with court-ordered clients.
5%	Investigates client's financial status in regard to eligibility for waiver of costs, jury deposit fees, and court-appointed counsel; public service in lieu of fines and costs to determine appropriate payment plan; reviews financial affidavit and application for court-appointed attorney forms; researches and summarizes public and confidential information; researches client and case data using information systems; reviews and requests additional financial documentation based on client's circumstances to substantiate status; determines appropriate course of action; provides referral information; assesses fees according to established guidelines; files recommendations to the court based on findings; provides necessary information to pertinent parties; and creates payment plan.



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**Competencies Required:**

**Human Collaboration Skills:** Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in social sciences, psychology, sociology, business administration, public administration or a related field.

**Experience:** Two years of full-time law enforcement, social work, or related experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:** Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.



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**Supervision Received:** Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:** This job title has no budgetary responsibility.

**Physical Demands:** Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Never
Physical Hazards	Several Times per Week
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Frequently

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, court case management software, outside agency criminal justice databases.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: November 2014