

JACKSON COUNTY

PROBATION OFFICER

General Summary

Under the direction of the Chief Probation Officer, conducts investigations and prepares reports to assist the Judge in sentencing and makes recommendations regarding probationers failing to comply with their probation. Supervises and counsels probationers and ensures that all conditions of probation are met. After completing an alcohol assessment, makes referrals to various programs and resource agencies to assist probationers with drug, alcohol, or other problems.

Essential Functions

1. Reviews the background of persons awaiting sentencing on district court convictions, includes interviewing the defendant, reviewing the complaint report, criminal history, driving record, and other pertinent information. Makes calls to employers and others to verify or collect information.
2. Prepares pre-sentence reports which include a summary of information from the police and defendant, social and criminal history, and alcohol assessment results. Makes a judgment based on the information gathered and prepares recommendations on the most proper court action including incarceration, tether program, alternative sentences, or other measures. As required by the Crime Victims Rights Act, includes written statements from victims of any physical or emotional injury or economic restitution owed the victim.
3. Reviews procedures with new probationers, includes explaining the order of probation and court policies and procedures, scheduling report days and appointments, and processing necessary record.
4. Conducts mandatory alcohol/drug screenings and assessments, includes administering tests, interpreting results, conducting personal interviews, and making recommendations regarding appropriate treatment and follow-up. May occasionally assist in transporting clients to treatment.
5. Provides supervision to persons placed on probation by the district court and assesses compliance with terms of probation, which may include counseling, payments, restitution, community service, and other requirements. Monitors payments towards fines and costs assessed by a Judge.
6. Refers clients to specific community programs designed to assist those with drug, alcohol, or emotional problems and maintains regular contact with such agencies to discuss the progress of the probationer.

7. Investigates individuals charged with felonies and recommends appropriate bond.
8. Provides probationers with guidance and counseling to assist them in alleviating those problems which led to criminal acts/behaviors.
9. Initiates and follows through with probation violation and show cause proceedings; includes determining if order has been violated, securing documentation, obtaining subpoenas, and making dispositional recommendations to the Judge.
10. Appears in court for sentencings, probation violation, and other hearings, and provides information, assistance and recommendations to the Judge.
11. Contacts employees of clients to determine hours of employment and prepares work pass documents for the jail.
12. Administers Preliminary Breath Tests and urine screens when it is suspected the defendant has consumed alcohol and/or drugs, refers probationers to the lab for drug screening, interprets the results and takes further action as indicated.
13. Attends and assists with victim impact panels.
14. Reviews case files for compliance and prepares recommendations for termination of probation.
15. Monitors bench warrant cases for short period to provide due diligence.

Other Functions

16. May arrest individuals on bench warrants as directed by Judge.
17. May serve in the capacity of an Intensive Supervision Probation Officer, provides intensive supervision of individuals who have been placed in the program as an alternative to jail. Sets up guidelines for participants and conducts random checks on individuals at various times of day and night, administers preliminary breathalyzer tests randomly, and arrests individuals on serious violations. Removes participants from program as appropriate.
18. Serves as back-up for Court Officer and assists in providing court security as necessary.
19. Makes presentations to high school students about the consequences of drunk driving as part of an ISD program.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Bachelors Degree in criminal justice, psychology, counseling, or closely related area.

Experience: Some prior experience in an area of criminal justice in a counseling, case worker, or related capacity.

Other Requirements: Certified by the State of Michigan to conduct alcohol assessments within three months of employment.

FLSA Status: Non-exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from a computer terminal.

Ability to access probation files.

Participates in quarterly defensive tactics training.

Working Conditions:

Regular contacts with persons charged and/or convicted of criminal offenses.

May be required to travel throughout the County.

May need to climb stairs on a regular basis to conduct checks at a variety of locations.

Ability to access client and other departmental files.

Ability access all court locations and the jail.

May work in residences that are in various states of cleanliness.

May conduct field work at various times of day and night and in all types of neighborhoods.

Collects urine samples and regular contacts with individuals with a variety of diseases that may be bloodborne or airborne.

Human Resources

Department Head