

PLEASE POST !!!

## **OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**16 PROBATION OFFICER TRAINEE – ADULT PROBATION**  
\$25.3369/hr. - 40hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 07/29/2024

REMOVE: 8/5/2024

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: 16 PROBATION OFFICER TRAINEE**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise/monitor adult or juvenile offenders on probation/parole in order to protect the safety of the public, address the needs of crime victims, and assist in the fair administration of justice by ensuring custody, control and treatment of offenders, to include assisting in rehabilitation, enforcing court orders, arresting violators, conducting pre-sentence interviews, and preparing investigation reports and sentence recommendations.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Manages an assigned caseload of adults or juveniles on probation or parole; prepares/maintains case notes and documents all contacts with probationers/parolees.

Provides direct supervision to offenders on probation or parole; enforces provisions, rules, and regulations of probation/parole court orders and applicable federal/state laws.

Interviews victims, family members, employers, school officials, and other law enforcement personnel to acquire background information; attends agency meetings and visits homes, schools, and places of employment.

Extracts DNA samples from appropriate offenders as authorized by Act 185-2004 and forwards samples to state repository in accordance with current law and office procedures.

Maintains all required certifications and training requirements for Probation/Parole officers.

Monitors/supervises clients in anti-abuse program; administers anti-abuse medication; recommends candidates into the program.

Maintains working understanding of the National Interstate Compact and requirements necessary to transfer and accept probation and parolees from other jurisdictions.

Arrests parole violators and takes into custody.

Completes background investigations of convicted offenders; prepares pre-sentence investigation reports; makes sentencing recommendations to the court.

Complete/Review all required State Sentencing Commission Sentencing Guideline Forms and forward to appropriate supervisor.

Reviews and verifies information on work release and furlough petitions; makes recommendations to the court on work release or furloughs.

Reviews/investigates parole violations; prepares/presents petitions for revocation of parole, probation, intermediate punishment, or ARD program.

Prepares warrants to commit and detain based upon evidence.

Creates parole plans.

Makes recommendations to the court regarding confinement or release of defendants; makes referrals to various placements for commitment of juveniles; recommends course of treatment for institutionalized youth.

Prepares transfer of probation/parole cases to other jurisdictions for supervision as appropriate; notifies clerk of courts of transfer cases; investigates cases transferred from other jurisdictions.

Conducts urinalysis testing; collects specimens, performs testing, and determines results.

Oversees and enforces collection of restitution to victims of crime; collects court-ordered costs, fines, and restitution; contacts victims and determines monetary loss; verifies employment and income of defendants; establishes payment arrangements; prepares wage attachments; monitors restitution payments and determines remaining balances.

Conducts/coordinates counseling and crisis intervention for offenders, victims, and family members; monitors/enforces client participation in counseling; provides treatment alternatives and refers defendants to various social service agencies as appropriate.

Assists local law enforcement agencies regarding probationers; assists with escort of offenders or arrestees.

Prepares cases for court; attends violation hearings, parole hearings, review hearings, sentencing proceedings, or other court proceedings; testifies in court as needed.

Serves subpoenas and copies of violation petitions.

Supervises/organizes community service programs/projects.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, case notes, billing statements, wage attachments, cost cards, statistical reports, judgments, warrants, petitions, warnings, criminal records, pre-sentence investigation reports, transfer applications, release of information forms, drug/alcohol referrals, victim impact statements, spreadsheets, sentencing guidelines, summary reports, or other documents.

Receives various forms, reports, correspondence, lists, petitions, insurance forms, photographs, victim impact statements, affidavits, restitution claims, laboratory reports, urinalysis reports, criminal history reports, police reports, disciplinary reports, jail records, school records, driving records, tax statements, disability notifications, bankruptcy notices, wage attachments, payments, indictments, subpoenas, court orders, criminal complaints, medical records, psychiatric evaluations, drug/alcohol evaluations, attendance/progress reports, payment records, news articles, parole release documentation, sentencing guidelines, laws, codes, rules, regulations, policies, procedures, manuals, reference materials, directories, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, scheduling, graphics, e-mail, or other software programs; maintains computerized database of probation/parole data.

Operates a variety of machinery, equipment and tools associated with department activities, which may include a motor vehicle, firearms, radio communications equipment, handcuffs, restraining devices, shield, breathalyzer, urinalysis testing supplies, pill crusher/dispenser, pager, copy machine, facsimile machine, calculator, and telephone.

Continues training in the safe use of firearms and maintains Act 158 Certification to carry firearm on duty.

Trains in the proper use of force and has understanding of the Use of Force Continuum.

Arrests probation, parole, and intermediate punishment offenders.

Maintains understanding of sex offender registration requirements under Act 152 and monitors compliance of all offenders under the supervision of the officer.

Maintains updates to initial Justice Network (J-Net) certification and secures confidential records in compliance with all the Criminal Record History Act.

Communicates with supervisor, employees, other departments, law enforcement agencies, defendants, family members, victims, attorneys, court officials, counselors, medical personnel, school officials, employers, landlords, insurance companies, State Board of Probation/Parole, Department of Immigration, detention centers, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Performs/coordinates transport of juveniles or adults to/from court, detention centers, mental health facilities, or elsewhere as directed by supervisor.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as directed.

Completes home investigations for the court and outside agencies as required and/or requested.

## **ADDITIONAL FUNCTIONS**

Schedules probation/parole appointments.

Copies and distributes forms, reports, correspondence, and other related materials.

Initiates/receives facsimile transmission of documents.

Prepares departmental files; maintains case notes and other case records.

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

Provides on call service as designated by CPO.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Criminal Justice, Criminology, Psychology, Sociology, Social Work, or closely related field; supplemented by six (6) months previous experience and/or training involving law enforcement, corrections, probation enforcement, criminal court operations, or criminal offender counseling; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and

maintain valid Basic Probation/Parole Officer Certification. Must possess and maintain a valid Pennsylvania driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds) and may involve heavier objects up to and exceeding 100lbs.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, fumes, noise extremes, explosives, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.