

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** Probation Officer  
**DEPARTMENT:** Probation  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** SO (Special Occupation)

**DATE WRITTEN:** December 2009

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Probation Officer for the Cass County Probation Department, responsible for conducting pre-sentence investigations, making recommendations to Courts, and supervising probationers for enforcement of Court orders and probation terms.

**DUTIES:**

Conducts preliminary and pre-sentence investigations and prepares reports of probationers' personal data for the Court, including criminal, social and substance abuse histories.

Supervises, monitors and assists probationers in complying with court-imposed probation conditions, including reviewing and signing rules of probation, administering drug and alcohol screens, conducting home and employment verification checks, and monitoring probationers in programs such as alcohol treatment, mental health counseling, and community service.

Maintains accurate records of all cases investigated or assigned by the Court and furnishes records and reports to the Court upon request. Assists Court with sentencing alternatives and community corrections.

Cooperates with public and private agencies and assists individuals on probation in obtaining needed services from appropriate public or private treatment and/or welfare agencies.

Testifies before the Court regarding probationer's character, attitude and/or behavior, and informs the Court of probationer's status regarding compliance with terms of probation, recommending modifications and/or legal action as necessary.

Maintains frequent communication with various individuals/agencies regarding assigned probationers, including attorneys, Prosecutor, counselors, crime victims, courts, and law enforcement personnel.

Serves as Probation Officer for clients transferred from other counties, completing reports and evaluations as required. Maintains contact with Probation Officers in other counties to assess offenders transferred out of Cass County jurisdiction.

Attends annual State Probation Officer Conference and completes other professional development workshops, training, and education as required.

Serves on 24-hour call on a rotation basis.

Performs related duties as assigned and/or required by law.

### **I. JOB REQUIREMENTS:**

Baccalaureate Degree in Criminal Justice, Social or Behavioral Sciences or related field.

State certification as Probation Officer with continuing completion of all certification requirements.

Must be at least 21 years of age.

Ability to meet all Department hiring requirements, including passage of a written exam.

Thorough knowledge of all local, state, and federal laws applicable to probation operations, with ability to apply and enforce regulations as needed.

Working knowledge of standard policies and practices of Cass County legal process and probation system, with ability to accurately complete required legal reports, make recommendations to the Court, and apply and adapt procedures as cases demand.

Working knowledge of treatment programs and services available to clients from government, social, and private agencies, with ability to make referrals and assist clients with programs as needed.

Working knowledge of standard office procedures and Department computer software programs, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare Department forms, documents and reports within established deadlines.

Knowledge of standard filing systems and ability to create and maintain Department files.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Considerable knowledge of community geography and ability to effectively monitor and/or locate probationers, verify and document compliance with program requirements, and take appropriate action in response to violations.

Ability to properly operate standard office and field equipment, such as computer, calculator, telephone/cell phone, copier, fax machine, camera, urine screen equipment and breathalyzer.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, Courts, treatment providers, probationers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent persons.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people or things.

Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure from formal schedules and deadlines, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout work assignments, and count/perform basic arithmetic calculations.

Ability to testify in legal proceedings/court.

Ability occasionally work extended or irregular hours, evenings and/or weekends, and occasionally travel out of town for training/conferences, sometimes overnight.

Ability to serve on 24-hour call on a rotation basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

**II. DIFFICULTY OF WORK:**

Incumbent performs a wide variety of duties that are broad in scope and impact and require consideration of many complex variables and their interrelationships. Guidelines are detailed and well established, requiring independent judgment in interpreting and adapting to individual cases and circumstances and ensuring proper attainment of probationary conditions and laws.

**III. RESPONSIBILITY:**

Incumbent works according to standard Department policies and procedures and standard practices of the profession, exercising judgment in determining disposition of assigned probationers. Incumbent refers to supervisor unusual or unprecedented situations, such as policy interpretations, unclear legal codes, or problems with probation clients. Work is periodically reviewed for soundness of judgment and compliance with Department policy and legal requirements. Errors in decision could result in endangerment to self or others and/or have adverse effects upon Department operations or members of the public.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, Courts, treatment providers, probationers, and the public for purposes of exchanging and verifying information.

Incumbent reports directly to Chief Probation Officer.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, lifting/carrying objects weighing less than 25 pounds, reaching, bending, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains regular contact with probationers and is regularly exposed to irate/hostile individuals and/or physical violence. Safety precautions must be followed at all times and protective gear, such as a bulletproof vest, must be worn according to Department policy.

Incumbent occasionally works irregular or extended hours, evenings and/or weekends, and occasionally travels out of town for training/conferences, sometimes overnight. Incumbent regularly serves on 24-hour call on a rotation basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Probation Officer for the Probation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name