



*Serving the 27<sup>th</sup>  
Judicial Circuit &*

## **Probation Officer**

### **Minimum Qualifications**

Bachelor's degree in criminal justice, psychology or related field and two years of experience in the human services field; or an equivalent combination of training and experience. Knowledge of judicial system, field of corrections and criminology; working skills in caseload management, developing/implementing alternative treatment methods; good oral/written communication, interpersonal and public relation skills necessary. Basic PC skills; experience with casework and group work desired. Knowledge of and experience with Evidence Based Practices, including risk assessment, case planning and effective communication strategies. **Good driving record required. Pre-employment drug testing and FBI criminal background check and education/degree verification required. This position is subject to working in high security areas governed by the US Department of Justice's "Criminal Justice Information Services (CJIS) Security Policy" and therefore requires successfully passing a more stringent criminal background check. Must be a US citizen or have been a lawful resident of the US for the past ten consecutive years.**

### **Duties**

Responsible for overall case management of assigned clients in compliance with established local and state policies and procedures. Opens cases, conducts risk assessments, develops case plans and implements and monitors court ordered program components for misdemeanor and some felony clients. Verifies background information provided by clients, including residence, employment, and criminal histories. Maintains both paper and computer case files and record keeping systems according to DCJS requirements and local procedures. Prepares court reports and testifies in court proceedings regarding the status of offenders. Conducts drug screens as needed. May require home visits to enhance the effects of supervision. Perform special projects as assigned. Perform other work as required.

### **Shift**

Monday-Friday, 8:30 a.m. to 4:30 p.m

### **Work Location**

New River Community Corrections & Pretrial Services

### **Salary**

\$32,000-\$36,000 Annually

**Open until filled.**