



## **NEW RIVER COMMUNITY CORRECTIONS & PRETRIAL SERVICES**

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

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### **New River Community Corrections & Pretrial Services PROBATION OFFICER**

#### **JOB SUMMARY:**

This is primarily a probation officer position but also requires the flexibility and aptitude to perform essential Pretrial Officer duties on a regular basis as needed. Probation responsibilities include conducting assessments on adult offenders referred by the courts and developing supervision and case plans accordingly based on the assessments and court orders while implementing and monitoring community corrections plans according to established standards, policies and procedures.

**CLASSIFICATION:** NON-EXEMPT; FULL TIME / 40 HOURS PER WEEK

#### **PRIMARY DUTIES:**

- Responsible for overall case management of assigned offenders in compliance with all established local and state policies and procedures.
- Conducts intake interviews and record checks on all offenders placed on probation.
- Opens cases, conducts risk assessments, develops case plans and implements and monitors court ordered program components for misdemeanor and felony offenders.
- Responsible for placing offenders at community service worksites according to guidelines, ensuring worksite supervision, verifying work performed and developing new work sites as needed.
- Provides and documents local probation supervision as defined by DCJS standards, guidelines and local operating procedures for all assigned offenders.
- Documents each offender's progress or lack thereof in completing program requirements and follows established local procedures for dealing with noncompliance violations and serious incidents.
- Verifies background information provided by offenders, including residence, employment, and criminal histories.
- Prepares written progress reports and assessments of offenders as required.
- Complies with applicable state and federal requirements for privacy, confidentiality, security, collection, storage and dissemination of criminal

- history, correctional status, substance abuse and medical history information.
- 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.
  - Refers offenders to appropriate agencies for services as needed and monitors participation in same.
  - Conducts substance abuse tests, screenings and assessments on offenders as needed.
  - Supervises offender financial obligations as ordered by the court.
  - Adapts, modifies, practices and changes behaviors in order to incorporate "best practices" as they are implemented within the agency.
  - May require residential visits to homes of offenders

### **SUPERVISORY RESPONSIBILITIES:**

This job has no employee supervisory responsibilities.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIRED:**

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree in criminal justice, psychology, or a related field is required. Experience in case management, counseling, or in a criminal justice agency preferred or equivalent combination of education and experience may be considered. Must possess excellent computer skills and excellent oral / written communication skills.

### **OTHER QUALIFICATIONS:**

Language Skills - ability to read, analyze and interpret documents such as procedure manuals and court orders. The ability to write comprehensive reports and correspondence. Ability to speak effectively before groups of employees and organizations. Must possess superior grammar, diction and language skills in both written and verbal form.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Ability to use solid interpersonal skills, including conflict resolution skills, for work with citizens, court officers, community professionals, and other employees.

**OTHER REQUIREMENTS:**

Possession of valid driver's license issued by the Commonwealth of Virginia. Satisfactory criminal background check required. Satisfactory completion of pre-employment drug and alcohol screen.

Must pass VCIN certification training and BASIC SKILLS within specified time frame.

Must successfully complete training in and demonstrate competency in Effective Communication/Motivational Interviewing Skills, conducting risk assessments and other evidence based practices curriculums.

Required to work some evening and early morning hours when necessary to meet caseload requirements.

**PHYSICAL DEMANDS:**

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and to hear. The employee frequently is required to reach with hands and arms. The employee is regularly required to sit and use hands and fingers to operate a computer keyboard, mouse and telephone keyboard. The employee is required to stand and walk. May be required to lift up to 25 lbs.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**While performing the duties of this job, the employee is exposed to high stress situations, including antagonistic interactions with offenders and their families.**

I have read, understand, and accept the duties, standards, and expectations required of this position. I hereby affirm my good faith compliance with all New River Community Corrections & Pretrial Services policies and procedures.

Employee signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. New River Community Corrections & Pretrial Services reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties, job locations or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

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