

## NEWAYGO COUNTY

### CHIEF PROBATION OFFICER- DISTRICT COURT

#### **General Summary**

Under the direction of the District Court Administrator, coordinates and participates in the activities of a department responsible for supervising probationers and ensuring that all conditions of probation are met. Oversees and conducts investigations and the preparation of reports to assist the Judge in sentencing and makes recommendations regarding probationers failing to comply with their probation. Conducts alcohol/drug screenings. Makes referrals to various programs and resource agencies to assist probationers with drug, alcohol or other programs. Oversees the activities of other probation staff.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Supervises other probation staff. Participates in the hiring process and is responsible for training, assigning work, and reviewing and evaluating performance. Counsels and assists staff on the more difficult or complex assignments.
2. Establishes policies and procedures for the probation department in coordination with the Court Administrator and Judge, and analyzes and prepares recommendations on program needs. Reviews current court cases and statutes which impact departmental procedures.
3. Assists with the administrative functions of the probation program, such as overseeing the preparation of activity reports, preparing preliminary budget requests, and related functions. Assists in planning and developing new programs related to district court probation and monitors the progress of such programs.
4. Investigates the background of persons awaiting sentencing on district court convictions. Includes reviewing criminal history, employment, and other pertinent records, and interviewing client, family, employers, and others. Analyzes information gathered on a client, makes a judgment concerning the probability of future criminal behavior, and recommends rehabilitative treatment. Prepares pre-sentence reports which include a recommendation on the most proper court action.
5. Conducts intake procedures with new probationers, includes explaining the order of probation and court policies and procedures, discussing the goals of the probation period, scheduling report days and appointments, and processing necessary records. Collects information to help identify possible problem areas during probation and to identify weaknesses to be addressed and strengths to build on.

6. Supervises persons placed on probation by the district court and monitors and assesses compliance with terms of probation, which may include counseling, payments, restitution, community service, and other requirements. Informs area schools and works with officials if appropriate.
7. Conducts mandatory alcohol/drug screenings and assessments, includes administering tests, interpreting results, conducting personal interviews, investigating impact of alcohol on individual's home life and employment, and making recommendations regarding appropriate treatment and follow-up.
8. Refers clients to specific court programs or other 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. Researches and signs agreements with agencies to provide assessments and counseling as needed.
9. Conducts investigations to determine the appropriate amount of restitution, includes reviewing victim impact statements, reviewing insurance availability, and determining out-of-pocket costs.
10. Appears in court for sentencing to testify on cases regarding prior record check or restitution investigation.
11. Oversees and ensures the collection of fines, costs, and restitution from probationers.
12. Provides probationers with guidance and counsel on personal, financial, and other problems and attempts to assist in alleviating problems which led to criminal acts.
13. Assists clients in securing employment, entering school, securing training to improve work skills, and other rehabilitative measures.
14. Initiates and follows through with probation violation and show cause proceedings; includes determining if order has been violated, securing documentation, preparing subpoenas, testifying in court as required, and making dispositional recommendations to the Judge. Prepares bench warrants for non-compliance as appropriate.
15. Assists incarcerated probationers and works with police agencies in emergency situations involving probationers. Responds to crisis calls from probationers, families, and victims, and attempts to resolve the situation.
16. Responsible for maintaining and updating probation records including individual probationer files. Compiles statistics and submits reports to various departments and agencies as requested.
17. Performs bond reviews for domestic violence cases. Interviews victims, reviews police reports and researches criminal records. Assists defendant in obtaining personal items and clothing as needed.
18. Reviews and verifies requests for incarcerated individuals for temporary release for medical and other appointments. Verifies work release arrangements. Reviews files with the Jail Administrator for early release candidates when necessary

19. Researches and provides criminal histories for other jurisdictions.
20. Transports probationers to appointments when no other alternative is available.
21. Performs other duties as required.

**Required Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

Requirements include the following:

**Education:** Equivalent of a Bachelor's Degree in criminal justice, psychology, counseling or closely related area.

**Experience:** Three years experience equivalent to the position of District Court Probation Officer.

**Other Requirements:**

- Certified by the State of Michigan to conduct alcohol assessments within six months of employment.
- Pass a criminal history background check and have not been convicted of any criminal history.
- Work cooperatively with County employees, component units, and local units of government
- Communicate in the English language with other County employees, the public and vendors in a face-to-face, one-on-one setting, a group setting or by telephone or email. Comprehend and make inferences from material written in the English language
- Operate a variety of standard office equipment
- Ability to work independently within established procedures and policies a majority of the time.
- Demonstrate competency in basic arithmetic computations (addition, multiplication, subtraction, division, fractions, and percentages)
- Produce written documents or reports in the English language reflecting organized thoughts using proper sentence construction, punctuation, and grammar
- Make decisions in accordance with laws, regulations, and established policies
- Work under pressure to meet deadlines
- Work safely without presenting a direct threat to self or others
- Demonstrate good interpersonal skills to relate well to persons at all levels of mental competency
- Demonstrate strong leadership skills
- Ability to follow oral and written instructions.
- Ability to communicate under adverse conditions with distressed people.
- Ability to prepare and process routine reports.

*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 Demands and Work Environment:

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

Much of this work will be indoors, but may be outside in possible inclement weather

Walking on slippery surfaces

Ability to climb stairs on a regular basis

Ability to sit for prolonged periods of time

Ability to work at a computer for prolonged periods of time

Ability to work under pressure and meet deadlines

Ability to enter and access information from a workstation

Ability to travel to meetings and employee trainings

Ability to communicate via telephone, email, or in person

Ability to travel to clients homes which may include uncontrolled home settings with adverse living conditions such as unsanitary conditions, infestations, poor hygiene and other health hazards or dangers.

Regular contact with individuals that have been accused of a variety of offenses.

Regular exposure to individuals with various emotional problems and contagious communicable diseases.

Exposure to risk of physical altercations

### Working Conditions:

Works in office area with a controlled climate

Sits, stands, bends, lifts and moves intermittently during working hours

Interacts with employees, government agencies/personnel, etc. under all conditions/circumstances

Subject to hostile and emotionally upset clients/employees on occasions under all conditions/circumstances

Exposure to people from all social, economic, and cultural backgrounds

Much of this work will be inside, but may be outside in possible inclement weather

Exposure to individuals incarcerated for a variety of criminal offenses

Walking on slippery surfaces

Work with confidential materials, documents, evidence, etc.

### Language Ability and Interpersonal Communication

Must be able to effectively communicate with small and large audiences of varied socio/economic backgrounds and working relationships.

Must accurately record, report and deliver information, meet deadlines and maintain confidentiality of restricted information.

Must be able to write reports, summaries, memorandums, letters, notes evaluations, etc.