

# APPALACHIAN PRETRIAL PROBATION

## PROBATION OFFICER

**JOB SUMMARY** This position is responsible for providing comprehensive supervision and case management of assigned probationers.

- Collects and posts funds collected for fines and fees: prepares deposits and reports.
- Screens and processes all assigned incoming cases through disposition.
- Supervises assigned probationers: maintains related files as required.
- Documents all contacts with probationer in chronological order.
- Prepares various written reports: maintains accurate documentations, including case plans and chronological notes.
- Performs drug screening procedures on probationers.
- Refers probationers to the appropriate agencies and treatment providers.
- Completes case plan reviews.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the judicial system.
- Knowledge of community resources.
- Knowledge of relevant local, state and federal laws.
- Skill in the preparations of clear and concise reports.

- Skill in oral and written communication.

**GUIDELINES** Include court orders and department policies and procedures. These guidelines require judgment, selections and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied case management duties. The unique needs of each probationer adds to the complexity of the position.
- The purpose of this position is to manage probationer caseload. Success in this position contributes to probationer compliance with probation requirements.

## CONTACTS

- Contacts are typically with co-workers, other county personal, law enforcement personnel, court personnel, attorneys, offenders and their families, representatives of other agencies and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems or to motivate probationers.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light objects.
- The work is typically performed in the office and courtroom settings.