

39TH JUDICIAL DISTRICT of Pennsylvania Fulton County

PROBATION OFFICER

Start Date: TBD – Summer/Fall

Rate of Pay as of 1/1/2024: \$19.49/hour per CBA

Probation Officer Job Description

As the enforcement and investigatory arm of the criminal court, the primary objective of probation/parole supervision, the protection of the community through enforcement of Orders entered by the Fulton County Court of Common Pleas. The role of Probation/Parole Officer is to enforce offender compliance with the criminal code of the Commonwealth of Pennsylvania and special conditions imposed by the court, as well as conducting investigations into the background of offenders. Supervision practices aligned with evidence-based practices.

Probation/Parole Officers routinely interact with potentially violent criminal offenders in the community, and are exposed to physical danger, biological and chemical hazards as well as strong emotional stress. To meet the overall objective of the protection of the community, Probation/Parole Officer's must have the ability to stay focused, and make sound decisions in emergency situations. These decisions can directly affect personal and public safety. A Probation/Parole Officer must possess very strong interpersonal and problem-solving skills to successfully interact and communicate with a diverse number of persons including offender's and their families, law enforcement personnel, judicial officials, and human service providers.

A Probation/Parole Officer must possess minimum of a four-year college education. Furthermore, they must successfully complete the Pennsylvania Board of Probation and Parole's "Basic Probation and Parole Skills Academy." Additionally, an officer must continue to build their knowledge and expertise in the criminal justice field by participating in a minimum of 40 hours per year of ongoing training in such areas as probation/parole case law, arrest tactics, use of force, equipment utilization, chemical agent use, firearms certification, controlled substance identification, field safety skills, CPR and First Aid.

Essential Functions of the Job

1. Enforces court orders and makes or assists in making arrests (planned and unplanned), monitoring of offenders' compliance with court-ordered stipulations and general rules; the use of force, including lethal force, may be required in these situations.
2. Establishes a supervision plan that determines the necessary services for each offender to help them in their personal, social, and economic adjustment in the community.
3. Maintains contact with families, friends, employers, clergy, and other persons concerned with aiding clients in their adjustment to the community.
4. Conducts intake interviews and pre-sentence investigations of offenders,

interviewing offenders, victim, police family, employer, associates and other individuals with knowledge of the offender.

5. Conducts searches of offenders, their residences, and their property, as appropriate, under poor working conditions such as extreme variations in heat, cold, noise, fumes, dirt, or any other obnoxious element.
6. Appears and testifies as an expert witness at court hearings, and prepares court orders and reports for the court as needed.
7. Prepares reports on the outcome of investigations, analyzing information gathered and recommending appropriate rehabilitative action to the court.
8. Maintains computerized field notes and prepares reports on activities and contacts completed.
9. Documents violations in accordance with published procedure; testifies before hearing officers and courts to establish violations, and provides testimony in new criminal cases.
10. Collects urine samples and conducts drug tests, observing universal precautions; completes associated forms and reports as appropriate.
11. Investigates and prepares home plans.
12. Utilizes equipment such as firearms, handcuffs, shackles, waste restraint, impact weapons, ballistic body armor, chemical defensive agents, drug testing equipment, breath alcohol testing devices, electronic monitoring equipment, electronic alcohol monitoring equipment (SCRAM), cell phones, computers and telephones.
13. Assists law enforcement agencies in special operations expected to affect supervised offenders.
14. Enforces and monitors the collection of fines, costs and restitution.
15. Attends staff meetings, staff development programs, professional seminars, conferences and trainings, as required.
16. Interacts with internal departments and outside agencies, physicians, schools, insurance companies, law enforcement, mental health professionals, treatment providers and judicial agencies, etc...in regard to supervision of offenders.
17. Acts as a community resource contact as needed.
18. Perform minor administrative duties or any duty assigned by the Court.
19. Performs other job-related duties as required.

QUALIFICATIONS

- Minimum requirement for employment as a probation officer is a bachelor's degree, with a background of at least 18 credits in the behavioral or social sciences from an accredited college or university.
- Prior to employment will be required to obtain and keep current Child Abuse Clearance, and Pennsylvania State Police and Federal Bureau of Investigation Criminal Background Checks
- Required to maintain a valid Pennsylvania driver's license
- Upon employment complete a minimum of 40 hours of annual professional development as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Demonstrates personal integrity, respectfulness, professionalism and abides by the *Code of Ethics*
- Follows judicial and departmental polices and directives
- Follows departmental safety regulations and polices
- Completes required training and properly uses methods for managing angry or physically assaultive individuals
- Written and verbal communications are articulate, professional, purposeful and timely
- Works collaboratively with groups, teams, committees and various community organizations
- Seeks professional development opportunities
- Demonstrates a willingness to employ evidence based practices to reach departmental goals
- In accordance with department policies utilize: risk reduction measures, accountability measures, screening/assessment tools, case planning, motivational interviewing, day to day supervision, and graduated responses.
- Document activities, case notes and actions in accordance with department policies
- Must demonstrate professional courtroom demeanor including, timely and complete preparation of court documents, and always prepare to present thorough analysis and summary for court testimony

SUPERVISION

- Received – Receives instruction and supervision from a supervisor and /or the chief in regards to daily work duties
- Given – None

WORKING CONDITIONS

- Works indoors in crowded office space and adequate lighting, but with fluctuations in temperature and ventilation.
- Frequent exposure to noise, disruptions and stress and Normal indoor exposure to dust/dirt.
- Periodically works beyond normal work hours or works on-call as needed.
- Works daily with volatile and potentially hostile or aggressive clients.
- Travels occasionally as requested to perform essential functions of job.

PHYSICAL/MENTAL REQUIREMENTS

- Must possess ability to record, convey and present information, explain procedures and follow instructions.
- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, driving, bending, twisting, reaching, pushing, pulling, carrying, etc. as necessary to carry out essential job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out essential job duties.
- Sedentary work with occasional lifting/carrying of objects with weights of approximately ten pounds.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
- Must be able to move frequently throughout the work day, as needed to carry out essential job duties.
- Must be able to withstand the physical and mental demands to restrain clients as needed.
- Must be able to pay close attention to details and concentrate on work.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF PROBATION OFFICER AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.