PRINCE GEORGE COUNTY, VIRGINIA

January 2022

**PROBATION OFFICER**

*FLSA Status: Non-Exempt*

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs responsible professional work providing supervision to misdemeanor and felony cases; does related work as required. Work is performed under general supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS**:

**Supervises offenders placed on supervision; monitors offender's progress; prepares and maintains files and records; prepares reports.**

Conducts criminal background history using VCIN/NCIC/DMV;

Completes intake/needs assessment to determine risk level and need for services to ensure public safety; Develops Conditions of Supervision after the completion of an intake and appropriate needs assessment; Refers offenders to appropriate community resources such as counseling/treatment, educational and employment services;

Provides supervision to offenders, as determined by risk level, by making required contacts and utilizing electronic monitoring equipment, when applicable;

Assigns community service placements; monitors and verifies completion of assigned community service hours;

Conducts urinalysis to monitor offender drug use; monitors any other conditions of supervision and documents compliance with all other aspects of the offenders' contracts;

Maintains offender case files and prepares monthly reports for other programs regarding offender progress; enters data into the DCJS database;

Conducts on-going review of offender's progress to determine treatment or contract revisions; submits progress reports to courts when needed regarding offender progress; reports violations of supervision to the courts;

Acts as the program's liaison to the court; provides court testimony and makes appropriate recommendations to the court regarding offenders;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the criminal justice system, human behavior and interventions, case management, substance abuse, mental illness, community resources, and Evidence-Based Practices in community corrections; ability to communicate ideas effectively both orally and in writing; ability to make decisions and interpretations in accordance with established rules, policies, and procedures; ability to establish and maintain effective working relationships with offenders, stakeholders, and the general public.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in criminal justice, social work, or human services supplemented by three years of related experience.

**SPECIAL REQUIREMENTS:**

Completion of DCJS CORE Training. Possession of VCIN certification within 6 months from date of hire.