

JOB DESCRIPTION  
***PROBATION OFFICER - PRETRIAL***  
ADULT PROBATION DEPARTMENT

**QUALIFICATIONS:** Completion of a four year degree from an accredited college or university in criminal justice, psychology, sociology, social work or a related field plus a minimum of two years of experience in working with individuals involved in the criminal justice system. Must have no legal prohibition against carrying firearms. Physical ability and training sufficient to provide security in all phases of employment. Communication skills, writing skills, good interpersonal relationship skills, positive attitude, telephone skills, computer competency; typing skills and filing skills. Ability to communicate with attorneys, judges, other officials, co-workers, employers, probationers, and the general public. Willingness to participate in continuing education and must appreciate the confidentiality and ethical responsibilities of the Adult Probation Department and the Courts.

**JOB RESPONSIBILITIES:** Under the general direction of the Chief of Adult probation. Maintain familiarity with all the social agencies available for the rehabilitation of Offenders; corresponds with Penal Institutions and attorneys; instructs offenders of the rules and regulations of the Pre-trial Services Program and verifies their understanding of same; monitors compliance of offenders with the rules and regulations of bond; including, but not limited to: program attendance, employer contacts, home visits, field visits, office visits, obtaining specimens and performing alcohol/drug tests on same; establishes and monitors Court orders; establishes appointment schedules; maintains punctuality; maintains files of assigned offenders; writes coherent concise biographies of offenders and prepares and types these Reports; make recommendations to the court on bond issues, performs computer data entry; attends seminars and reads current literature in the field; assists judges and bailiffs as required; assists in transport of prisoners; assists in security of the department and adjacent areas and transports prisoners: performs other duties as required.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Job Responsibilities of the position identified are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)