

36th DISTRICT COURT JOB DESCRIPTION

JOB TITLE: Probation Officer
An UAW Local 412 Bargaining Unit Position

REPORTS TO: Probation Officer Supervisor

JOB SUMMARY:

Under the general direction of the Probation Officer Supervisor and in accordance with applicable Court policies, directives, statutes and Michigan Court Rules, conducts interviews and investigations and prepares information to assist the Court in determining appropriate bonds and sentences of individuals brought before the Court. Provides supervision during pretrial and/or during the term of probation to ensure compliance with the terms and conditions of the Court's orders. Recommends relevant programs for rehabilitation when necessary.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Conducts intake and presentence interviews with offender and others deemed appropriate and necessary by review and evaluation of offender's background, employment record, criminal history, driving record, arrest report, and other pertinent information which includes assessment of the offense and reasoning behind sentencing recommendation.
2. Conducts alcohol and drug screening and assessments to determine whether rehabilitative services are required.
3. Analyzes, reviews and evaluates the information from the presentence interview and investigation and prepares and presents presentence reports and sentencing recommendations.
4. Informs offender of the terms and conditions of probation ordered by the Court and as documented in the order of probation.
5. Facilitates compliance with terms and conditions of probation/supervision through tracking and monitoring progress and informing the Court of probationer's status.
6. Refers probationers to qualified treatment personnel in the community, coordinates community service and/or work program and assists in vocational, educational and other resources as deemed necessary and appropriate. Maintains contact with the probationer and their support services.
7. Maintains a detailed written record of case activity including background documentation, progress and compliance and updates the case management system.
8. Prepares violation reports, amended orders and discharge petitions.
9. Conducts personal interviews, reviews criminal and driving histories, and provides bond recommendations in accordance with all applicable court rules and statutes.
10. Maintains the rules of confidentiality, access to Court records and the release of information governed by applicable Court policies, directives, statutes and Michigan Court Rules relating to probationers, background information, documentation and other Court records.
11. Responds to courtroom inquiries as requested.
12. Screens offenders for specialty programs and ability to pay.
13. Performs other duties, as assigned.

LICENSES, CERTIFICATION, OR SPECIAL REQUIREMENTS

1. Substance Abuse and Alcohol Assessment Certification, and LEIN certification is required within 30 days of hiring.
2. Obtains and maintains all other required state licenses and certifications necessary to perform the duties of Probation Officer.

JOB QUALIFICATIONS:

1. The job requires the completion of a Bachelor's Degree in criminal justice, social work, psychology, counseling, human services or related field.
2. At least two years of progressively more responsible experience in a court setting or the criminal justice field.
3. Ability to perform duties with a high degree of independence, initiative and judgment. Exceptional organizational skills with attention to detail.
4. Proficient typing, word processing and computer skills necessary to effectively utilize software and spreadsheet applications for data entry and the creation and compilation of various documents, communications and reports.
5. Interpersonal and communication skills necessary to provide accurate, timely information and communicate effectively, competently and professionally, both orally and in writing, with Court personnel, Judges, justice system partners, and members of the public.
6. Mental ability to frequently handle pressures related to dealing with distracting influences such as people, phone calls and noise and pressures related to meeting deadlines, fulfilling scheduling requirements and the simultaneous handling of multiple projects requiring concentration and attention to detail.

WORKING CONDITIONS

1. Normal office environment with little discomfort due to heat, dust, noise and the like.
2. Extended work day beyond 7.5 hours a day. Evenings, weekends and holidays may occasionally be required, as scheduled, and with or without notice, based on the needs of the Court.
3. Field work and interviewing within a lock-up area may be required.

PHYSICAL CHARACTERISTICS:

1. Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Ability to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper. Occasional lifting of objects weighing up to fifteen (15) pounds such as files, stacks of paper, reference and other materials. Moving from place to place within and/or between facilities. Some reaching for items above and below desk level.
2. Physical ability to frequently sit, walk, or stand for extended periods of time, and to perform repetitive movements. Required to work at remote locations outside the court building, as necessary by foot or other transportation.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Determination of equivalent qualifications is within the sole discretion of Management.