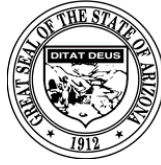


SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Deputy Probation Officer I
OCCUPATIONAL CATEGORY: Professional
DIVISION: Probation
EFFECTIVE DATE: 06/08/18
REVISED: 10/08/19



CLASS CODE: J242
FLSA: Non-Exempt
SALARY RANGE: 16
STATUS: Classified

JOB SUMMARY

Probation officers provide casework services to probationers at the direction of the Superior Court under the provisions of evidence-based practices and consistent with the Arizona Code of Judicial Administration (ACJA). The duties of a probation officer include supervising the caseloads of assigned probationers, meeting with probationers in their homes or at their places of school/work, conducting interviews and social or pre-sentence/pre-disposition investigations, evaluating probationers' progress, performing searches, and making arrests. Because probationers under Court supervision are convicted felons, felony adjudicated delinquents and/or persons with domestic violence convictions/adjudications, these job duties expose the probation officers to a risk of being assaulted by probationers, family members and others in proximity to the probationers. As a result, the probation officer position is designated as a safety-sensitive position in accordance with ACJA §6-106(A) and ACJA §6-107(A). All probation officers must "demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the defensive tactics training academy," ACJA §6-107(G)(1)(b). The proficiency testing is based upon whether they can perform the skills or tactics (or comparable alternatives) necessary for self-defense.

REPORTS TO:

Work is performed under general supervision of a Deputy Probation Officer Senior.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Performs closely structured supervision and observation concerning compliance with conditions of probation, including directing and counseling the probationer and parents/guardians when supervising juveniles and conducting field contacts (home, work, treatment facilities, schools, community restitution or detention) as a member of a team.
- Obtains, assembles, secures, keeps and files a complete identification record concerning the person on probation, including arrest reports, contact notes regarding compliance with terms of probation and case plan to prepare written reports for the court.
- Builds relationships to encourage compliances with the case plan including conditions of probation through frequent telephone contacts, work/school site contacts, day, and evening home contacts.
- Directs and/or refers probationers and parents/guardians when supervising juveniles, to community resources, treatments or other interventions based on assessments, behaviors and conditions of probation.
- Participates in case review conferences to determine if change in level of supervision is warranted.
- Performs searches, breathalyzers/urinalysis collection, and makes a documented effort to locate absconders.
- Serves warrants, makes arrests, and brings persons before the court who are on probation including defaulting probationers facing revocation. Probation officers have the authority of peace officers in the performance of his or her duties.
- Appears and testifies in court.
- Monitors payment of restitution and probation fees and ensures victims' notification rights are provided according to statutory requirements.
- In confrontational situations with probationers or others, appropriately and effectively responds and uses defensive tactics and techniques as learned at the Defensive Tactics Safety Training Academy, when necessary.

- Performs and demonstrates through proficiency testing, competency in, and an understanding of physical and verbal defensive tactics techniques, including the following, or their comparable alternatives: 1) Forcefully raise arms above head (straight arm wristlock and takedown), 2) Perform minor aerobic activity, 3) Stand for up to 2 hours at a time, 4) Engage in balanced movements, 5) Throw hand strikes (fist strikes and palm heel strikes), 6) Use impact weapons (ability to swing arms in a striking action with a baton that weighs 16 ounces), 7) Kick at targets below 24" (front snap kicks), 8) Perform controlled falls and return to standing position unassisted (break falls and recovery), 9) Complete hand strikes and kick drills at partial speed, 10) Sustain exposure to Oleoresin (OC) spray, 11) Engage in fighting techniques while on the ground, 12) Be able to bend knees lower center and touch the ground with one hand (break fall recovery and baton closing techniques), 13) Be able to bend knees to a 45 degree angle (all ground techniques).
- Investigates cases referred to the officer and makes a written report to the court.

SECONDARY JOB FUNCTIONS

- Performs other duties as assigned.
- Performs special assignments as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Possess knowledge and understanding of the criminal justice system and community resources.
- Possess knowledge and understanding of Diversion, Standard and Juvenile and/or Adult Intensive Probation and community supervision.
- Possess knowledge and understanding of social and community corrections casework.
- Possess knowledge and understanding of principles of adolescent and general human behavior; and evidence-based practices in community corrections.

Skill in:

- Skill in self-control, patience, initiative, courtesy, tact and diplomacy in order to maintain effective relationships with a diverse population.
- Skill in interviewing, motivating, and interpersonal relationships.
- Skill in time management and organization with the ability to apply principles and methods of correctional casework.
- Skill in critical analysis of individuals and situations in order to problem solve and make sound decisions.
- Skill in effective oral and written communication.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

Ability to:

- Must have the ability to operate a variety of equipment necessary to perform job duties such as motor vehicles, computers, telephones, radios, handcuffs, body armor and other equipment depending on case assignments.
- Ability to withstand varying weather temperatures.
- Ability to lift, drag, push and carry items of various weight.
- Ability to observe safety standards in the field and office.
- Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

WORK CONTACTS

Regular contact with associate personnel, other county departments, other agencies, probationers, and the general-public.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- Must possess independent body mobility to stand, walk, bend, and sit for prolonged periods of time and/or drive a vehicle.
- Must possess the manual dexterity necessary to reach, grasp, handwrite, and use a computer.
- Must possess vision sufficient to see and read.

- Must possess hearing and speech sufficient to communicate in person and over the phone.
- May be exposed to potential physical harm, extreme weather conditions, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift, drag, and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

Be a United States citizen or legal resident. Have a bachelor's degree with a preference in the behavioral sciences or a related field from an accredited college or university. Be a minimum age of twenty-one (21) years. Must successfully pass a pre-employment character and fitness background investigation, including but not limited to: fingerprinting and criminal history records check, Department of Child Safety (DCS) Central Registry check, (MVD) driving records check, psychological evaluation, polygraph examination, and submit to and pass a pre-employment drug/alcohol screen. Must successfully complete 40-hour Defensive Tactics Training Academy as soon as practical, but no later than 120 days from the date of employment (see ACJA §6-107(G)). Must demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the Defensive Tactics Training Academy. Must successfully complete eight (8) hours of defensive tactics refresher training on an annual basis. Must maintain certificate of successful completion of defensive tactics training. Must successfully complete the Probation Certification Academy and Intensive Probation Institute, if assigned, within the first twelve (12) months of employment (see ACJA §6-107(F)). Must submit to a medical examination required by Corrections Officer Retirement Plan.

SPECIAL JOB REQUIREMENT

- Must possess a valid driver's license at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- If Probation Officer chooses to be armed, must attend and pass 40-hour Firearms Academy and maintain 8-hours annual "shoot" requirement for recertification purposes.
- Must obtain defensive driving certification and first aid/CPR certification within sixty (60) days of employment and maintain certifications while employed in this position.
- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.
- This is a safety sensitive position.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.