

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Deputy Probation Officer Lead
OCCUPATIONAL CATEGORY: Professional
DIVISION: Probation
EFFECTIVE DATE: 11/19/19



CLASS CODE: J246
FLSA: Non-Exempt
SALARY RANGE: 18
STATUS: Classified

JOB SUMMARY

Under general supervision, oversees, manages and supervises a caseload of adult or juvenile probationers. Responsible for the planning and development of new officer training, coordinating the orientation of new officers, perform as a mentor to support the performance and development of officers, and coordinate various in-service education and special projects.

REPORTS TO:

Work is performed under general supervision of department supervisory personnel. May receive technical and functional supervision from higher level officers.

SUPERVISION EXERCISED

This position performs duties under general supervision and has lead responsibilities for the work over other officers in an assigned area.

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.*

- Supervises and oversees an assigned caseload; conducts interviews with probationer and family members; compiles information related to charge, probationer's situation and circumstances; verifies information; prepares a Pre-Sentence Investigation (PSI) outlining probationer's history, education, work experience, facts of the crime, impact on victims and other areas.
- As required, testifies in court; responds to questions and inquiries related to findings of PSI.
- Maintains and updates a variety of statistical, financial and other files, records, logs and reports.
- Meets with probationers on a regular schedule and/or as needed; counsels, assists and provides guidance to probationers and family members.
- Works with surveillance officers; conducts unscheduled visits and observations at probationer's home, place of employment, school and/or other locations; determines and assesses probationer's compliance to court-ordered conditions of probation; as required, recommends/undertakes action to violate probationer's probation and/or terminate probation early.
- Collaborates with management to develop and implement new programs and procedures. Participates on special projects and committees as assigned and leads the efforts of officers as they participate on special projects and committees.
- Serves as an informal leader for the department; models positive, cooperative and supportive work behavior.
- Develops, recommends, and implements training strategies and programs for probation officers. Provides specific COJET training to officers. Provides mentoring and performance feedback to officer during their training until the officers reach a level of competence.
- Assumes duties of supervisor as needed; assigns new cases, approves schedule changes, collects time sheets, reviews monthly statistics, coordinates coverage, review court documents, facilitates staffing schedules and performs quality review of case files.
- Assists in the development and implementation of departmental policies/programs.
- 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).

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of best practices in adult and/or juvenile probation and community corrections.
- Knowledge of Mohave County and specific court/probation services related policies and procedures.
- Knowledge of the principles of management and supervision.
- Knowledge of the principles of public budgeting, monitoring and evaluation.
- Knowledge of the principles of file and records management.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of trends and practices in probation services, administration and public-sector administration.

Skill in:

- 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 assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in producing written presentations and oral reports for internal and external audiences.
- Skill in organizing and coordinating the efforts of court personnel and others.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, general-public and others having business with the courts of Mohave County.
- 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 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 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. Bachelor's Degree with a preference in the behavioral sciences or a related field from an accredited college or university (as required by Arizona Revised Statute A.R.S. 8-203 and Part 6, Chapter 1, Section 6-106 of the Arizona Code of Judicial Administration) **AND** three (3) years' experience in the fields of corrections or probation, or working with offenders or delinquents in some equivalent capacity **OR** any equivalent combination of experience and/or education from which comparable knowledge and skills have been achieved. 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.
- As assigned, must obtain and maintain certificate of Faculty Skill Development Certification.
- Must have at the time of appointment and must maintain State Probation Officer Certification.
- 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.