



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Probation Officer I

FLSA: NE

SERVICE: Classified

REVISED: 04/13/06

Summary: Under close supervision, performs entry-level professional work of moderate difficulty in providing correctional casework services to assigned probationers, and performs related duties as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises a caseload of assigned probationers requiring minimum to maximum supervision.
- May conduct pre-sentence investigations and write pre-sentence reports.
- Compiles and maintains social histories and case histories.
- Interviews probationers, families, authorities, employers and victims; reviews and evaluates criminal records, police reports and psychiatric and psychological reports; evaluates criminal personalities, behaviors and rehabilitation potential; testifies in court regarding probationers' history and potential.
- Coordinates services for probationers: sets appointments, makes referrals, provides for counseling and transports probationers. Meets with probationers to address their needs.
- Responds to emergency situations regarding probationers with immediate problem solving.
- Visits sites for field inspections of probationers to ascertain if court orders and probation orders are being followed.
- Composes and compiles information for progress reports and forms.
- Conducts surveillance, serves warrants, performs searches, makes arrests and transports defendants and probationers.
- Reviews and evaluates criminal records, police reports and psychiatric and psychological reports.
- Visit sites for field inspections of probationers to ascertain if court orders and probation orders are being followed.

Knowledge and Skills:

- Knowledge of the principles and practices of probations services, intensive probation and pre-sentence reports.
- Knowledge of counseling and interviewing techniques and human behavior.
- Knowledge of search, transportation and restraint procedures.

- Skill in personal interaction, counseling and interviewing.
- Skill in effectively communicating verbally and in writing
- Skill to establish and maintain effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

A Bachelor's Degree; AND a valid driver's license; AND must successfully pass a drug test, polygraph and/or psychological test and background investigation with no felony convictions.