

Probation Officer

This is an entry level position providing adult probation and parole services in a county probation and parole system.

An employee in this class performs a variety of beginning level duties, which may include supervising a manageable caseload as part of a one-year training program to develop technical competence and understanding in investigating, advising, and counseling individuals on probation or parole to foster their personal, social, and economic adjustment in the community. Upon completion of initial training, work involves counseling and supervising individuals on probation or parole, completing or participating in the completion of presentence investigation reports, and investigating pre-parole plans. Work includes a variety of contacts with agencies, employers, friends, and families in securing information regarding probationers or parolees and in developing useful and effective rehabilitation plans. Formal and on-the-job training is received in the more complex phases of the assigned work. There may be an element of physical danger involved with probation and parole violators in some cases. This work is regulated by law and well-defined procedure; however, as experience is gained, the employee is expected to perform with increasing independence. Work is reviewed in progress through observing the employee in action and, upon completion, through the review of reports and recommendations.

Examples of Work Performed:

- Supervises and provides individual and group counseling and other services to help probationers or parolees in their personal, social, and economic adjustments in the community.
- Maintains contacts with families, friends, employers, clergy, and other persons concerned in aiding clients in their adjustments in the community.
- Participates in training seminars, studies texts and other training materials, and presents detailed reports on training assignments.
- May conduct investigations to determine if parole plans are satisfactory.
- Makes or assists in making arrests, and prepares or assists in preparing arrest reports.
- Prepares regular reports of activities and contacts completed.
- May conduct presentence and other special investigations and prepare reports on such investigations.

Required Knowledge, Skills, and Abilities:

- Some knowledge of the modern principles of criminology and penology.
- Some knowledge of individual and group behavior with special emphasis on behavior deviations of persons who have been involved in criminal or delinquent activities.
- Some knowledge of community and socio-economic resources with emphasis on factors relating to crime and delinquency.
- Some knowledge of casework principles and practices and the use of related technologies.
- Ability to secure and analyze facts and to exercise sound judgment in arriving at conclusions.
- Ability to establish and maintain effective working relationships with individuals, other agencies, institutions, and the public.

- Ability to make clear and pertinent statements, orally and in writing, and to prepare clear and concise reports.
- A high degree of general intelligence.
- Predisposition to work effectively with disturbed and maladjusted individuals in an authoritative setting.

Minimum Education and Experience for Probation Officer Intern:

- A Bachelor's Degree from an accredited college or university
- The officer's first year consists of a one (1) year probationary period that consists of on-the-job training and experience.
- Any criminal record may be a disqualifier.
 - Upon satisfactory completion of the one probation period, the officer will be sworn in by the President Judge and become a permanent Probation Officer with all the privileges thereto.

Position is full-time and covered by the Probation and Domestic Relations Officers Association. 37.5 hours per week, some on-call hours as may be required. Starting Salary is \$ 29,055.00. Applications due to James Chapman, Chief Adult Probation, 925 Court Street, Honesdale, PA 18431 by September 13, 2014.