Probation Officer

Bedford County, Tennessee

**Department**: Probation Services **Full/Part Time**: Full Time

**Title:** Probation Officer **Status**: Exempt

**Job Summary**: Supervises and monitors misdemeanor offenders to ensure completion of protocols/special conditions mandated by the court and issues warrants for any violation of such. This position reports directly to the Probation Office Director.

**Work Environment/Equipment**: Primary work is performed in an office setting/secure facility; noise levels are typical of that of an office environment and employee must be able to communicate with background noise; occasional attendance in court. Tools, equipment, and materials used include, but are not limited to, computer, calculator, phone system, copier/scanner, fax machine, mail machine, shredder, and printer.

**Physical Demands**: Ability to lift 50lb boxes of paper, case files, and drug screen boxes on occasion; ability to see and hear; ability to sit for long periods of time. Other physical demands may include walking, standing, bending, stooping, kneeling, pushing, pulling, reaching, talking Occasional field work may also be required.

**Essential Functions**:

*Essential and other responsibilities and duties may include, but are not limited to the following:*

* Supervises misdemeanor/misdemeanant offenders
* Monitors misdemeanor/misdemeanant offenders and ensures completion of all special conditions within prescribed timeframes
* Prepares violation warrants and applicable accompanying documentation adequately and in a timely manner
* Maintains documentation, physical and electronic, relating to management of offender caseload in a logical, precise, and efficient manner
* Communicates with outside entities such as jails in different counties, ICE, Police Departments, Sheriff’s Office, and the Clerk’s office for reports on offenders
* Meets with offenders in office
* Uses critical thinking and communication skills to defuse conflicts which may arise with offenders in office
* Evaluates each offender’s level of compliance periodically to determine if sanctions and/or a violation warrant are needed
* Monitors payment of financial obligations as ordered by the court including the collection of probation fees
* Works with treatment providers (i.e. mental health, A&D treatment, etc.) to ensure offenders are in compliance if applicable
* Documents case management activities including but not limited to, offender visits, phone calls, correspondence with treatment providers and other collateral contacts in writing via the case file, as well as electronically via SOMS
* Ensures recommendations for court are updated frequently
* Conducts periodic screening for drug use by offenders and issues immediate warrant for offenders who admit to taking drugs
* Attends court and testifies as needed
* Conducts initial visit by picking up offender from court
* Monitors jail arrest report for new offenders
* Conducts research functions as needed
* Maintains confidentiality of departmental documentation as required
* Maintains filing system and records
* Performs customer service functions and general clerical tasks

**Additional Functions**:

* Works independently with very little direct supervision
* Prints progress report to see who is not reporting and who did not attend mandated jail time
* Other duties as assigned
* Regular attendance
* Ability to get along with coworkers, customers, and other departments
* Provides assistance or backup coverage to other employees as needed

**Required Knowledge and Abilities:**

* Knowledge of court regulations and proceedings
* Knowledge of Tennessee State Law as it relates to the position
* Proficient and effective communication and verbal skills
* Effective computer skills including Word and Excel
* Ability to resolve conflicts; ability to understand or interpret information
* Basic math skills

**Minimum Qualifications**:

* High School diploma or equivalent;
* Bachelor’s Degree in Criminal Justice, Social Work, Psychology, or other area of Behavioral Science or
* 4 years of relevant experience in Criminal Justice or Social Services field; supplemented by previous experience and/or training involving corrections, law enforcement or case management
* Valid Tennessee Driver’s License
* Must be able to successfully pass a criminal background check and drug screen

**Applicant Acknowledgement:**

The job description for the position of Probation for Bedford County Government (Full-Time) describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract for employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities, and any subsequent revisions.

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Signature Date

*\*\*Bedford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.*

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