

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Probation Officer

BAND: C	GRADE: 4	SUBGRADE: 1	CLASS CODE: J23-5141
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Social Services	OVERTIME STATUS: Non-Exempt

JOB SUMMARY:

Incumbents are responsible for interviewing, counseling and assessing needs and progress of offenders as related to applicable legal conditions; performing related duties involving investigation, field observation, surveillance, report preparation; making recommendations or referrals, providing testimony, and/or teaching skills classes.

DISTINGUISHING CHARACTERISTICS:

The Probation Officer classification is a stand alone classification distinguished from other classifications by the assessment, delivery, monitoring and evaluation of client services. The classification is for both Adult and Juvenile Probation Officers.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	BAND/ GRADE
1.	<p>Conducts intake interviews, administers a risk assessment based on information gathered from the offender, assigns or monitors level of supervision, and compiles sufficient legal background data in order to accomplish an accurate offender profile.</p> <p>Conducts pre and post sentence evaluations for the court as directed. Conducts surveillance and field observations of offender activity; visits offenders in the community and at home; determines the correct action to take if the offender is not in compliance with probation; responds to crisis situations as needed.</p> <p>Reviews all criminal, legal, psychological and related reports to establish a case management plan; sets up the criteria and behavioral expectations for successful completion of court directed probation requirements with offenders, identifies potential impediments to success while on probation and if appropriate, makes referrals to assist offender.</p>	C4
2.	Ensures Court Orders and Diversion Agreements are carried out by performing activities such as: collecting monetary obligations; interviewing, counseling and assessing needs and progress of offenders; supervising offenders placed on intensive probation, deferred disposition; and/or supervising juveniles with a suspended commitment.	C4
3.	<p>Functions as Instructor / facilitator for instructional courses prepared and offered by the department. Courses include: victim awareness, anger awareness, shoplifting prevention, life skills and defensive driving.</p> <p>Presents information and provides technical knowledge to schools and other interested parties regarding programs such as the truancy program. Performs related duties such as screening truancy petitions for duplicates in order to ensure truant students meet statutory age requirements.</p>	C4
4.	Coordinates activities with outside parties including law enforcement agencies, social agencies, parents and schools to provide and receive information and to clarify policies and Court Orders. Receives information regarding referrals and case management and acts as an advocate for the offender.	C4
5.	Testifies in Court and presents documentation as requested; provides information	C4

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	and recommendations to attorneys and judges; prepares and presents reports and recommendation to the Court.	
6.	Provides program support services such as: scheduling contempt hearings; serving notice and summons; fingerprinting, collecting urine samples for monitoring of drug/alcohol abuse; and transporting of offenders to various facilities.	B2
7.	<p>Documents case progress by preparing and maintaining case notes, compiling statistics and preparing periodic reports. Documents in case management system in detail every contact with offender, service providers, progress reports from treatment agencies and any other information acquired during the course of managing the offender.</p> <p>Prepares legal and administrative documents necessary to carry out the delivery of quality probation services to offenders (i.e. releases of information, violation petitions, memos to the court providing updated information, correspondence to treatment agencies and others associated with the case plan etc.)</p> <p>Maintains a system for monitoring the offenders' compliance with the court ordered conditions (i.e. compliance with treatment programs, reporting to probation officer, lawful behavior, payment of probation fees, court fines etc.)</p>	A1
Knowledge of: (position requirements at entry): Knowledge of: <ul style="list-style-type: none"> • Case management theories, practices and principles; • Basic mathematical calculation and report writing methods; • Basic court system procedures; • Basic terminology, laws, rules, and regulations and codes governing area of assignment; • Technical program delivery methods, systems and techniques such as: court and criminal justice systems, truancy laws, counseling techniques, adult and juvenile sentencing options, chemical dependency treatment resources, or personal safety and defense procedures; and • Customer service techniques and team building concepts. 		
Skills (position requirements at entry): Skill in: <ul style="list-style-type: none"> • Using a personal computer and related software applications, and operating basic office equipment; • Collecting, compiling, organizing and maintaining information and notes of progress and compliance; • Determining appropriate course of action and making recommendations; • Interviewing and counseling offenders; • Applying techniques such as crisis management, de-escalation, restraint and security techniques; • Detecting drug and alcohol addiction and using equipment for the detection of such; • Preparing and giving presentations or testimony; • Evaluating and assessing needs and developing, implementing and monitoring case plans and preparing related reports; • Applying authority and confronting individuals; • Complying with laws, codes, ordinances, and regulations; • Conducting investigation, field observations and surveillance; • Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and • Communications, oral and written, sufficient to exchange or convey information and to receive work direction. 		
Training and Experience (position requirements at entry): Bachelor's Degree in Sociology, Psychology, Criminal Justice, Social Work and work experience in case management and/or supervision of offenders in a probation department or similar agency (i.e. department of corrections, jail facility etc.). Some positions may require additional years of work experience in case		

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management and/or supervision of offenders in a probation department or similar agency.

Licensing Requirements (position requirements at entry):

Valid Washington State Driver's License.

Successful completion of additional job-related training is required upon appointment:

- JUVENILE Probation Officers – Successful completion of WA State Criminal Justice Training Commission training within 6 months of employment.
- ADULT Probation Officers – Successful completion of 80 hours of training provided by the WA State Basic Law Enforcement Academy to be completed within 12 months of employment.

Working Conditions: Positions in this class typically require:

Environmental Demands: Pathogen exposure, work at multiple work locations, field work

Physical Demands: bending, carrying, handling, lifting, pulling, pushing, reaching, sitting, fingering, crouching, hearing, smelling, talking.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate information in conversations, ability to follow written and verbal instruction. Potential to be work with mentally unstable or hostile clientele.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects or work out in the field.

Classification History:

Approved: 1/99

Revised: 12/16

Revised: 09 /21

Revised: 12/22