

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Probation Officer</u>
Sch. & Grade	<u>PAT-7</u>
Class Code	<u>BH73</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Court</u>

PRIMARY PURPOSE:

Performs professional probation work in providing casework services for the Municipal Court probation program.

SUPERVISION:

Under general supervision of the Municipal Court Judges and Municipal Court Administrator; may supervise assigned support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Conducts pre-sentence investigations, case studies, and counseling for offenders.
2. Supervises cases involving probationers including following up to determine compliance with conditions of probation, recommending revocation or extension of probation, and supervising probationers assigned to specialty courts such as drug court, mental health court, etc.
3. Interviews and visits with clients, their families, attorneys and other individuals to investigate factors affecting the success of those seeking or already on parole or probation.
4. Establishes and maintains a chronological supervision record for each assigned probationer and parolee.
5. Formulates correctional plans of probation and presents written and verbal recommendations; assists in securing employment for persons under the supervision of the Probation office, as necessary.
6. Cooperates with state and local social, community and law enforcement agencies in case of mutual interest, making referrals to other agencies, including initiating arrests of probation and parole violators, when appropriate.
7. Prepares statistical and other written reports of work activities.
8. Utilizes computer software applications, such as word processing, database and spreadsheet.
9. Supervises support staff assigned to the Probation Office, including scheduling work, providing assistance, evaluating performance and recommending disciplinary action, if necessary.
10. Provides assistance in establishing annual budgetary needs of the Probation Office.

IMPORTANT FUNCTIONS:

1. Performs typing, filing, copying, faxing and other administrative office tasks, as necessary.
2. Attends conferences, seminars and workshops for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Human behavior, attitudes and motivations relating to the causes of crime; modern methods of rehabilitation of criminal offenders; major social agencies and community resources available for rehabilitation; produces and objectives of probation and parole casework and associated legal aspects.

Abilities

Conduct thorough and effective interviews, investigations and case studies; utilize sound judgment in analyzing complex and multi-faceted information and make responsible decisions and recommendations; establish and communicate clear goals and objectives; read, understand and accurately apply various policies and laws, follow oral and written instructions; effectively confront and resolve controversial issues and situations; demonstrates effective interpersonal skills as applied to interaction with co-workers, supervisor, clients and the general public; utilize necessary computer software applications; deal effectively and courteously with associates, clients and the general public; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the city’s stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s degree in a behavioral sciences discipline, such as Social Work, Criminal Justice, Psychology, Sociology or related area, plus one year of responsible work experience in probation or corrections.

Physical Requirements

Performs bending and reaching; pushes and pulls up to 25 pounds; possesses ability necessary to operate a computer keyboard and/or mouse; may lift and carry up to 40 pounds.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment; may be subject to extreme weather conditions when traveling to and from off-site locations in conducting investigations.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator’s license if operating a motorized vehicle in the course of conducting job duties.

Miscellaneous Requirements

None required.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 4468
Comments:	Updated Abilities	Date: October 17, 1994

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____