

**INGHAM COUNTY
JOB DESCRIPTION**

PROBATION OFFICER/DISTRICT COURT

General Summary:

Under the supervision of the District Court Administrator, with direction provided by the Chief Probation Officer, conducts investigations and prepares reports to assist the Judge in sentencing and makes recommendations regarding probationers failing to comply with their probation. Supervises and counsels probationers and ensures that all conditions of probation are met. Makes referrals to various programs and resource agencies to assist probationers with drug, alcohol, or other problems.

Essential Functions:

1. Reviews the background of persons awaiting sentencing on district court convictions, includes interviewing the defendant, reviewing the complaint report, criminal history, driving record, and other pertinent information. Makes calls to employers and others to verify or collect information. Contacts victims and verifies restitution data.
2. Prepares pre-sentence reports which include a summary of information from the police and defendant, social and criminal history, and alcohol assessment results. Makes a judgment based on the information gathered and prepares recommendations on the most proper court action including incarceration, tether program, alternative sentences, or other measures. As required by the Crime Victim's Rights Act, includes written statements from victims of any physical or emotional injury or economic restitution owed the victim.
3. Supervises the offender during the terms of probation and ensures full compliance with probation orders. Monitors and verifies house arrest, drug testing, AA attendance, sex offender registration, and other required conditions of probation.
4. Reviews procedures with new probationers, includes explaining the order of probation and court policies and procedures, scheduling report days and appointments, and processing necessary record.
5. Refers clients to specific community programs designed to assist those with drug, alcohol, or emotional problems and maintains regular contact with such agencies to discuss the compliance and progress of the probationer.
6. Initiates show cause or bench warrants when probationer fails to comply with terms of probation. Documents allegations of non-compliance, requests subpoenas or witness participation if needed. Updates computer files.

7. Attends the probation violation hearings and provides testimony regarding the facts of the charges. Makes recommendations to the Judge for an appropriate disposition.
8. Monitors individuals placed on intensive probation including conducting home visits, employment checks, and random Preliminary Breathalyzer Tests.
9. Administers Preliminary Breath Tests when it is suspected the defendant has consumed alcohol and/or drugs, refers probationers to the lab for drug screening, interprets the results and takes further action as indicated.
10. Monitors payment records including fines, costs, and restitution owed to the court by probationers. Sets up payment plans with each probationer as required.
11. Discharges probationers upon a final determination and evaluation that all conditions of probation have been met as ordered.
12. Prepares a variety of court forms, letters, reports and other documents. Enters and retrieves information from the court's computer programs.
13. Responds to telephone calls from probationers and community agencies regarding monitoring, compliance, assistance, and other offender-related issues. Participates and serves on boards and committees with local agencies.

Other Functions:

14. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in Social Work, Psychology, Criminal Justice or a related Human Services field.

Experience: One year experience working with probationers, or in an area of criminal justice including counseling, case worker, or related capacity.

Other Requirements: Possession of a valid Michigan Driver's License. This position will also be responsible for conducting alcohol assessments for the court. Applicant will be expected to possess or obtain State of Michigan Certification in the Fundamentals of Alcohol and Other Drug Problems (FAODP) and/or Certified Criminal Justice Professional (CCJP).

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from a computer terminal.

Ability to access probation files.

Prolonged periods of sitting in front of a computer.

Working Conditions:

Regular contacts with persons charged and/or convicted of criminal offenses.

Travels throughout the County.

May need to climb stairs on to conduct checks at a variety of locations.

Ability to access client and other departmental files.

Ability to access all court locations and the jail.

May visit residences that are in various states of cleanliness.

May conduct fieldwork at various times of day and night and in all types of neighborhoods.

Regular contacts with individuals with a variety of diseases that may be bloodborne or airborne.