

**ALLEGAN COUNTY
57TH DISTRICT COURT**

JOB DESCRIPTION

JOB TITLE: Probation Officer

REPORTS TO: Chief Probation Officer

SUMMARY

Conducts pre-sentence investigations and prepares pre-sentence reports for the court containing sentencing recommendations. Supervises a caseload of probationers and monitors compliance with probation terms and conditions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(An * denotes duties or responsibilities judged to be “essential job functions” in terms of the Americans With Disabilities Act or ADA)

- Conducts pre-sentence investigations, which includes reviewing arrest reports, driving records, criminal histories, employment records, and other pertinent information regarding individuals awaiting sentencing. Also interviews defendants, family, employer, complainant, law enforcement and school authorities and others as deemed necessary.*
- Analyzes information obtained during pre-sentence investigations and prepares a pre-sentence report containing investigation findings, case, personal and criminal history, psychological assessments, treatment plan and recommended sentence.*
- Provides orientation to newly assigned probationers explaining and interpreting terms and conditions of probation orders, court policies and procedures and consequences for non-compliance.*
- Supervises an active probation caseload, which includes regular meetings with probationers to monitor compliance with probation terms and conditions, and with various detention programs.*
- Refers probationers to community agencies for substance abuse assessment, counseling and treatment for substance abuse and/or emotional problems. Regularly communicates with these agencies to discuss cases, services, and probationer attendance and progress.*

Probation Officer (continued)

- Administers approved alcohol assessment and preliminary breath tests as required. Interprets alcohol assessment and substance abuse test results and determines treatment and sanction implications.*
- Initiates probation violation procedures and amendments, such as probation extensions and discharges when determined appropriate. Also makes court appearances for sentencing and probation violation hearings to provide testimony as required.*
- Monitors probationer payment records, notifies probationers of payment arrearages and failure to report, and initiates enforcement actions which may include probation violation petitions and bench warrants.*
- Responds to inquiries from attorneys, probationers, law enforcement personnel, public and others. Provides case information, explains terms and conditions of probation, describes probation function, and explains court policies and procedures.*
- Responds to crisis situations involving probationers and determines most appropriate action.*
- May serve as the court's representative to area substance abuse, domestic assault, and other treatment related agencies.*
- Operates a computer terminal to access case information.*

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

QUALIFICATIONS

Education: Bachelor's degree in psychology, criminal justice, social work, counseling or a closely related field.

Experience: Six months to one year case supervision experience in a court or closely related setting, which could include internships, orientation and/or on-the-job training in this position.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Probation Officer (continued)

CERTIFICATION OR LICENSURE

Michigan Certification Board for Addiction Professionals (MCBAP) Credential CCJP-M within three (3) years. or other approved assessment certification to perform alcohol assessments at time of hire or within the first six months of employment.