# GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

**POSTED: JUNE 8, 2016**
**CLOSING DATE: JUNE 27, 2016**

**DEPARTMENT:** **Probation**

**POSITION:** **Surveillance Officer**

**LOCATION:** **Globe**

**JOB CODE:** **16-048**

**ANNUAL SALARY:** **$32,690-$35,142 DOE**

## PURPOSE OF THE JOB

The purpose of this position is to provide community safety by monitoring compliance of individuals with court-imposed terms and conditions of probation. This position performs surveillance to a caseload of probationers, maintaining records, enforcing curfews and house arrests and supervising work placements. The role administers drug and alcohol tests, assists with searches and arrests and provides information on clients to their respective probation officers.

## SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

| ESSENTIAL DUTIES AND RESPONSIBILITIES | TIME SPENT |
|---|---|
| • Performs surveillance of caseload of probationers at random times both day and night, keeping records of their activities in conjunction with probation officers through enforcement of mandated activities; monitors probationer at home, work, community, or treatment facilities; arranges or provides transportation to and from program activities; enforces court orders; supervises and documents community restitution placements; participates in Drug Court staffing and hearings. | 80% |
| • Administers urinalysis and breath alcohol tests; updates and maintains files, records and other documents; performs data entry. | 20% |
| • Performs other duties as assigned. | |

## BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

## PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

## ORAL COMMUNICATION DUTIES

This position trains colleagues and explains County procedures or processes.

## WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, reports and formal letters.

## INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

## INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Consistently (More than 40% but less that 55% in a year)

## MINIMUM EDUCATION REQUIRED

High School Diploma or GED

## MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) years experience; or equivalent combination of education, training and experience. Incumbents must pass a history and security check; successfully pass a psychological, medical evaluation and other training requirements. Must have an unrestricted Arizona Driver's License and carry required automobile insurance.

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## PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

Successfully complete Intensive Probation Academy and Defensive Tactics Academy within the first year of employment.

## KNOWLEDGE REQUIRED

Public safety and security; law and government; Federal, State, Local laws, regulations, statutes; law enforcement and case management – probation.

## SKILLS REQUIRED

Active learning, active listening, analytical thinking, critical thinking, problem recognition, developing alternative solutions, conducting tests and multi-tasking.

## ABILITIES REQUIRED

Solve problems using deductive reasoning; find directions and current locations; maintain calm demeanor in stressful situations; consider options, risks and benefits.

## PHYSICAL DEMANDS

- Routinely stands to attend to watchmen duties and to attend to reported incidents; regularly stands to perform public safety duties.
- Routinely sits to complete report, operate computers, operate special equipment and complete a program; occasionally sits to attend to reception areas and perform watchmen duties.
- Consistently lifts under 10 lbs, ocassionally lifts up to 25 lbs, rarely lift up to 50 lbs.
- Constantly requires dexterity for peacekeeping tools, for keyboard operation, for special gadget and special machines.
- Incumbents in this position may be required to intervene to break citizen altercations; occasionally walk to and from work sites; routinely bend, stoop, crawl, kneel and routinely twist.

## WORK ENVIRONMENT

Incumbents in this position perform surveillance duties in the field and in County offices/facilities; some non-standard work hours may be required; travel to other County facilities and to make probationer's home visits.

## SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to high stress levels and to hostile, confrontational situations with probationers; may become exposed to telephone verbal abuse by citizens or emotional individuals; physical danger, explosives, extreme temperature, noise and vibration and wetness and humidity.

## PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Regularly require the use of compliance devices.

## CONSEQUENCES OF ERROR

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.