

BUDGET RESPONSIBILITIES

This position reviews, edits and provides recommendations on Department level budget.

PROJECT RESPONSIBILITIES

Provides project research and clerical support on Organizational Development projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures, responds to public inquiries, participates in meetings, gives presentations, negotiates or persuades and conducts meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memo, emails, reports and court documents.

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

Always (More than 85% in a year).

MINIMUM EDUCATION REQUIRED

Bachelor's degree in criminology, psychology, or related field; or an equivalent combination of education and experience.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years experience working as a Probation Officer with some lead/supervisory experience; or an equivalent combination of education and experience. Must successfully pass a psychological, medical evaluation and other training requirements. Must have an unrestricted Arizona driver's license and carry required automobile insurance.

PROFESSIONAL CREDENTIALS REQUIRED

AOC Probation Officer's Academy, AOC Defensive Tactics Academy.

Must have an unrestricted Arizona driver's license and carry required automobile insurance.

Must maintain CPR and First Aid certifications.

KNOWLEDGE REQUIRED

Training, Public Safety & Security, Law & Government, Court Administration, Case Management, Probation.

SKILLS REQUIRED

Active learning, active listening, critical thinking, communicating diplomatically, analyzing training needs, delivering training, time management, multi-tasking.

ABILITIES REQUIRED

The ability to communicate verbally and in writing; ability to make independent judgment and initiative to carry out the work load; ability to multi-task, maintain mental response and quickness, and maintain calm demeanor in stressful situations.

PHYSICAL DEMANDS

- Occasionally stands to perform public safety duties, attends to customers and attends to reported incidents.
- Routinely sits to complete report, to operate computers.
- Constantly lifts under 10 lbs., Occasionally lifts upto 25 lbs., Rarely lifts up to 50 lbs.
- Constantly requires dexterity for peacekeeping tools and for keyboard operation. Rarely requires dexterity for special gadgets and for special machines.
- Routinely walks to and from work sites, constantly bends to reach and grab, rarely stoops and crawls. Occasionally kneels and twists.

WORK ENVIRONMENT

Work is performed mainly in an office environment; Work occasionally involves personal danger, potential exposure to hazardous, uncontrollable and life threatening situations; requires physical ability to subdue hostile individuals; and must be able to work during weekdays, weekends and holidays.

SAFETY RISK EXPOSURE

Incumbents in this position are generally exposed to occasional verbal abuse by customers or citizens. Incumbents may become exposed to occasional physical danger, mechanical hazards, chemical hazards, electrical hazards, bloodborne pathogen, communicable diseases, fire hazards, extreme temperature, 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. May be required to constantly use safety equipment and compliance devices.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

SECURITY REQUIREMENTS

Incumbents in this position are required to be U.S. citizens with zero felony convictions.

Incumbents are required to have an unrestricted Arizona driver's license upon appointment.

All incumbents in this position are subject to complete a background check as well as medical, psychological, written and oral examinations prior to being appointed.

PHYSICAL FITNESS REQUIREMENTS

Incumbents are required to maintain a level of physical fitness to meet Department standards.

SPECIFIC EMPLOYMENT CONDITIONS

Prior to employment, must successfully complete a background check as well as medical, psychological, written and oral examinations prior to being appointed.

Incumbents in this position must have an unrestricted Arizona driver's license upon appointment and must be a US citizen.

Must have Arizona Committee on Judicial Education and Training (COJET) accreditation.

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.