

# GILA COUNTY PROBATION DEPARTMENT JOB ANNOUNCEMENT

1100 E. MONROE STREET, #200, GLOBE, AZ 85501  
714 S. BEELINE HIGHWAY, #104, PAYSON, AZ 85541

POSITION POSTED: **APRIL 15, 2016**

DEPARTMENT: **PROBATION**  
LOCATION: **PAYSON**  
CLOSING DATE: **UNTIL FILLED**

POSITION: **DEPUTY PROBATION OFFICER**  
JOB CODE: **2016-001**  
ANNUAL SALARY: **\$39,026 - \$43,026, DOE**

## PURPOSE OF THE JOB

The purpose of this position is to manage and rehabilitate probationers professionally and effectively. As an officer of the court, performs duties covering case management, field monitoring and investigation, probation supervision and enforcement of terms and conditions of probation, according to policies, procedures and regulations.

## SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	<b>% OF TIME SPENT</b>
<ul style="list-style-type: none"><li>Performs direct supervision of probationers in office and the community in accordance with laws, regulations and policies; maintaining cases in both electronic and physical form; enforces court orders; communicates with probationers, recognizes behavior patterns and mediates difficult situations; administers drug testing.</li></ul>	50%
<ul style="list-style-type: none"><li>Interacts with agencies to assist probationer; refers probationers to community resources such as treatment centers or other agencies based on observation of activities, behavior and conditions of probation; coordinates and interacts with various agencies providing rehabilitative services; assists with development of treatment plans in conjunction with behavioral health, social services and other related agencies.</li></ul>	20%
<ul style="list-style-type: none"><li>Composes reports, and other legal documents; communicates with victims; provides recommendations for sentencing; attends court hearings and meetings.</li></ul>	20%
<ul style="list-style-type: none"><li>Participates in training and education.</li></ul>	10%
<ul style="list-style-type: none"><li>Performs other duties as assigned.</li></ul>	

## BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

## PROJECT RESPONSIBILITIES

Provides project resource allocation based on pre-approved limits involving training and development projects.

## ORAL COMMUNICATION DUTIES

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

## WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memo, formal letters, 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**

Continuously (More than 70% but less than 85% in a year)

**MINIMUM EDUCATION REQUIRED**

Bachelor's degree in criminology, psychology, or related field.

**MINIMUM YEARS OF EXPERIENCE REQUIRED**

No previous 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**

Successfully complete AOC Probation Officer's Academy and AOC Defensive Tactics Academy within first year of employment.

**KNOWLEDGE REQUIRED**

Clerical, public safety & security, law & government, court administration, law enforcement.

Department policies and procedures; Arizona laws and regulations governing probation services; legal, ethical and professional rules of conduct; principles and practices of social and correctional case management; counseling, and interviewing techniques; psychological, sociological and cultural influences on interpersonal relationships and human behavior; Arizona criminal and juvenile justice system; procedures for preventive and remedial services for probationers; principles of record keeping and case management.

**SKILLS REQUIRED**

Active listening, critical thinking, persuading and influencing, problem recognition, problem solving, time management, multi-tasking, typing and data entry.

Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions; interacting with people of different social, economic, and ethnic backgrounds; positively directing the activities of the probationers; communicating with probationers, recognizing suspicious behavior patterns, and mediating difficult situations; search and restraint procedures; preparing clear, comprehensive, and accurate reports; effectively communicating in written and verbal forms.

**ABILITIES REQUIRED**

Recognize problems, maintain mental response and quickness, maintain calm demeanor in stressful situation, consider options, risks, and benefits, deductive reasoning.

Make decisions on caseload management in accordance with laws, regulations and policies; collect data, analyze information, and make logical conclusions based on facts; analyze and evaluate lifestyles, home situations, and family conflicts to determine appropriate treatment and rehabilitation plans; deal with cases which may be controversial or sensitive in nature and maintain confidentiality; operate a personal computer and specialized software applications.

**PHYSICAL DEMANDS**

- Required to routinely drive an automobile to conduct home visits and facility visits.
- Constantly sits to complete report, operate computers, operate special equipment, complete a program.
- Constantly lifts under 10 lbs., Occasionally lifts up to 25 lbs., Rarely lifts up to 50 lbs.
- Regularly requires dexterity for peacekeeping tools, constantly requires dexterity for keyboard operation, occasionally requires dexterity for special gadgets, rarely requires dexterity for special machines.
- Routinely walks to and from work sites; routinely bends and stoops. Occasionally kneels and twists.

**WORK ENVIRONMENT**

Working conditions are in the field performing enforcement duties and in County offices and facilities; involves the potential for high stress levels and exposure to hostile situations; some non-standard work hours are required; must work with a highly manipulative and psychologically challenging client population; must be able to maintain professional composure and effectiveness; ability to drive vehicle in order to make home visits and travel to other facilities.

**SAFETY RISK EXPOSURE**

Incumbents in this position may become exposed to in-person and telephone verbal abuse by customers, patients, or citizens.

Exposure to a highly manipulative and psychologically challenging client population; must be able to maintain professional composure and effectiveness.

Incumbents in this position are subject to physical danger such as dangerous vehicles, gun shots, and physical attacks; may be exposed to hazardous chemicals, drugs, infectious and communicable diseases; mechanical hazards, chemical hazards, electrical hazards, blood borne pathogens, communicable diseases, fire hazards, explosives, respiratory hazards, extreme temperature, noise and vibration, wetness and humidity; subject to extended periods of intense concentration in review and preparation of case reports.

May be required to work during weekdays, weekends, holidays and on any assigned shift.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Required to occasionally utilize safety equipment. Required to occasionally utilize hearing protection devices and eye protection devices.

**CONSEQUENCES OF ERROR**

Potential errors can have legal ramifications, loss of funding, and/or loss of an organization's credibility.

**SPECIFIC EMPLOYMENT CONDITIONS**

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

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

Must obtain Certification conferred by AOC Probation Officer's Academy and AOC Defensive Tactics Academy; may be required to obtain additional specific skills training and technical certifications.

**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. GILA COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.