

**GILA COUNTY PROBATION DEPARTMENT
JOB ANNOUNCEMENT**

1400 E. ASH STREET, GLOBE, AZ 85501

POSITION POSTED: **AUGUST 15, 2019**

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

POSITION: **DEPUTY PROBATION OFFICER I**
JOB CODE: **PROB 2019-002**
ANNUAL SALARY: **\$44,268 - \$59,762, DOE**

PURPOSE OF THE JOB

The purpose of this position is to provide casework services to probationers at the direction of the Superior Court under the provisions of evidence-based practices and consistent with the Arizona Code of Judicial Administration.

The duties of a Probation Officer I include supervising the caseloads of assigned probationers, meeting with probationers in their homes or at their places of school/work, conducting interviews and social or presence/pre-disposition investigations, evaluating probationers' progress, performing searches and making arrests.

SUPERVISORY RESPONSIBILITIES

This position may assign work to other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	% OF TIME SPENT
<ul style="list-style-type: none"> Performs closely structured supervision and observation concerning compliance with the conditions of probation, including directing and counseling the probationer and parents/guardians when supervising juveniles and conducting field contacts (home, work, treatment facilities, schools, community restitution or detention) as a member of a team. Builds relationships to encourage compliance with the case plan including conditions of probation through frequent telephone contacts, work/school site contacts, day and evening home contacts. Directs and/or refers probationers and parents/guardians when supervising juveniles to community resources, treatments or other interventions based on assessments, behaviors and conditions of probation. Participates in case review conferences to determine if change in level of supervision is warranted. 	50%
<ul style="list-style-type: none"> Obtains, assembles, secures, keeps and files a complete identification record concerning the person on probation, including arrest reports, contact notes regarding compliance with terms of probation and case plan to prepare written reports for the court. Monitors payment of restitution and probation fees and ensures victims' notification rights are provided according to statutory requirements. Investigates cases referred to the Officer and makes a written report to the court. 	30%
<ul style="list-style-type: none"> Performs searches, breathalyzers/urinalysis collection, and makes a documented effort to locate absconders. Serves warrants, makes arrests, and brings persons before the court who are on probation including defaulting probationers facing revocation. Probation Officer I have the authority of Peace Officers in the performance of his or her duties. Appears and testifies in court. 	10%
<ul style="list-style-type: none"> In confrontational situations with probationers or others, appropriately and effectively responds and uses defensive tactics and techniques, as learned at the Defensive Tactics Safety Training Academy, when necessary. Performs and demonstrates through proficiency testing, competency in and an understanding of physical and verbal defensive tactics techniques, including the following, or their comparable alternatives: 1) Forcefully raise arms above head (straight arm wristlock and takedown), 2) Perform minor aerobic activity, 3) Stand for up to 2 hours at a time, 4) Engage in balanced movements, 5) Throw hand strikes (fist strikes and palm heel strikes), 6) Use impact weapons (ability to swing arms in a striking action with a baton that weighs 16 ounces), 7) Kick at targets below 24" (front snap kicks), 8) Perform controlled falls and return to standing position unassisted (break falls and recovery), 9) Complete hand strikes and kick drills at partial speed, 10) Sustain exposure to Oleoresin Capsicum (OC) spray, 11) Engage in fighting techniques while on the ground, 12) Be able to bend knees lower center and touch the ground with one hand (break fall recovery and baton closing techniques), 13) Be able to bend knees to a 45 degree angle (all ground techniques). The proficiency testing is based upon whether they can perform the skills or tactics (or comparable alternatives) necessary for self-defense. 	10%
<ul style="list-style-type: none"> Performs other duties as assigned. 	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

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

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, 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 memos, emails, formal letters, 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 with a preference in the behavioral sciences or a related field from an accredited college or university [see ACJA 6-106(F)(3)(a)].

MINIMUM YEARS OF EXPERIENCE REQUIRED

No previous experience required.

PROFESSIONAL CREDENTIALS REQUIRED

Must successfully complete the Probation Certification Academy and Intensive Probation Institute, if assigned, within the first twelve (12) months of employment. [see ACJA §6-104(F)].

KNOWLEDGE REQUIRED

Case Management, public safety and security, law and government, law enforcement and Federal, State and Local laws, regulations and statutes.

Possess knowledge and understanding of:

- The criminal justice system and community resources.
- Diversion, Adult and Juvenile Standard Probation, Adult and Juvenile Intensive Probation and community supervision.
- Social and community corrections casework.
- Principles of adolescent and general human behavior and evidence-based practices in community corrections.

SKILLS REQUIRED

Active listening, analytical thinking, analytical writing, critical thinking, persuading and influencing, problem recognition, problem solving and time management.

Must have skills in the areas of:

- Self-control, patience, initiative, courtesy, tact and diplomacy in order to maintain effective relationships with a diverse population.
- Interviewing, motivating, and interpersonal relationships.

- Time management and organization with the ability to apply principles and methods of correctional casework.
- Critical analysis of individuals and situations in order to problem solve and make sound decisions.
- Effective oral and written communication.

ABILITIES REQUIRED

Recognize problems, maintain mental response and quickness, maintain calm demeanor in stressful situations, consider options, risks and benefits, and read and write at college level.

Must have the ability to operate a variety of equipment necessary to perform job duties such as motor vehicles, computers, telephones, radios, handcuffs, body armor and other equipment depending on case assignments.

PHYSICAL DEMANDS

Must possess:

- Independent body mobility to stand, walk, bend and sit for prolonged periods of time and/or drive a vehicle.
- The manual dexterity necessary to reach, grasp, handwrite, and use a computer.
- Vision sufficient to see and read.
- Hearing and speech sufficient to communicate in person and over the phone.
- The ability to withstand varying weather temperatures.
- The ability to lift, drag, push and carry items of various weight.

WORK ENVIRONMENT

Incumbents in this position work 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 field contacts and travel to other facilities.

SAFETY RISK EXPOSURE

Because probationers under Court supervision are convicted felons, felony adjudicated delinquents and/or persons with domestic violence convictions/adjudications, these job duties expose the Probation Officer I to a risk of being assaulted by probationers, family members and others in proximity to the probationers. As a result, the Probation Officer I position is designated as a safety-sensitive position in accordance with ACJA §6-106(A) and ACJA §6-107(A).

Incumbents in this position are subject to physical danger such as physical attacks and gun shots; may be exposed to hazardous chemicals, drugs, infectious and communicable diseases, blood borne pathogens, 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 regularly utilize safety equipment and protective gear. Required to occasionally utilize compliance devices such as restraints, OC spray and impact weapons. Required to occasionally utilize hearing protection devices and eye protection devices.

CONSEQUENCES OF ERROR

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

SPECIFIC EMPLOYMENT CONDITIONS

- Be a United States citizen or legal resident [see ACJA 6-106(F)(3)].
- Must possess a valid driver's license.
- Be a minimum age of twenty-one (21) years [see ACJA 6-106(F)(3)(b)].
- Complete background/reference checks, interviews, polygraph and/or drug testing, and preemployment psychological examinations [see ACJA 6-106(H)(6)(a)(b)].
- Must successfully complete 40-hour Defensive Tactics Academy as soon as practical, but no later than 120 days

from the date of employment. [see ACJA 6-107(G)(8)].

- Must demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the Defensive Tactics Training Academy [see ACJA 6-107(G)].
- Must successfully complete eight (8) hours of defensive tactics refresher training on an annual basis [see ACJA 6-107(G)(12)].
- Must maintain certificate of successful completion of defensive tactics training.
- Must submit to a medical examination required by Corrections Officers Retirement Plan.

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.