



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Probation Officer	BAND/LEVEL:	PROF I
DEPARTMENT:	Municipal Court	JOB NO:	4465
DIVISION:	Court Services	DATE:	12/03/2018
REPORTS TO:	Supervisor, Court Services	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	132
REPLACES:	Probation Officer	LAST REVISED DATE:	12/01/2017

JOB SUMMARY STATEMENT: Supervises a caseload of probation/parole and/or diversion defendants to ensure compliance with sentencing guidelines and court ordered requirements.

DUTIES AND RESPONSIBILITIES:

1. Provides direct supervision to defendants as set forth in sentencing guidelines or diversion agreement. Meets with defendants on a daily, weekly or monthly basis to ensure compliance regarding education, treatment, fines, jail and other requirements. Documents compliance.
2. Prepares motions for terminations and revocations for the prosecutor's office. Completes proper forms describing reasons (new charges, failure to report, non-compliance, positive drug screens, overdue fines, etc.) for terminations or revocations.
3. Completes required client closeout procedures, including completion of criminal history reports and preparation of the file for referral to the Court.
4. Provides expert testimony in court for prosecutors regarding program terminations or revocations. Submits written report to be presented at termination hearing. Serves as the Municipal Court representative at hearings.
5. Communicates -- via telephone, email, facsimile or written correspondence --with various community and out-of-area agencies, treatment centers, law enforcement agencies and other city departments regarding defendant's compliance with program and maintain continuous updates on individual cases.
6. Conducts on-site drug/alcohol tests to ensure compliance with treatment plans and maintains continuous updates on cases. Notifies defendant if test is positive and refers to outside lab for additional tests. Reports test results in client's file. Makes referrals to outside lab services as warranted.
7. Operates the hand-held preliminary breath test device when alcohol use is suspected. Refers those who test positive to court security.
8. Completes regular Criminal History reports on all active defendants to ensure compliance with supervision requirements.
9. Maintains ongoing documentation of all case activity in the Municipal Court case management system.
10. Perform any other duties as directed by supervisor.

11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's Degree in Human Services, Social Work, Criminal Justice, or related field.
- Must be at least 18 years of age.

EXPERIENCE:

- Minimum of one year experience working in probation, case management, or criminal justice related field.
- Experience working as a Probation Officer and/or Court Services Officer is preferred.

SKILLS:

- Data entry.
- Good oral and written communication skills.

MENTAL REQUIREMENTS:

- Ability to read and comprehend program regulations.
- Ability to recognize and protect confidential information.
- Diplomacy and judgement.
- Ability to organize files and effectively retrieve data.
- Good listening skills.
- Ability to work under distracting conditions.
- Tact and diplomacy.
- Carry out assignments through oral and written instructions.
- Extended concentration skills.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination to input computer, calculator, typewriter and copy machine.
- Visual stamina and acuity to review alphanumeric data and to spend long periods looking at computer screen.
- Ability to make and receive phone calls.
- Exposure to bodily fluids and communicable diseases.
- Ability to test bodily fluids for evidence of alcohol or drug use.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OVERLAND PARK

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