



## County of Jefferson – Employee Job Description

Department: Juvenile Probation

Position Title: Probation Officer  
4234-084

Pay Classification: \$22.75/hour  
Minimum of 35 hours per week  
County Pension  
Insurance Benefits  
12 Paid Holidays per year  
Paid Time Off (Personal, Sick, & Vacation)

FLSA Status: Non-Exempt  
Union – Court Appointed

Reports To: Chief Probation Officer  
Probation Supervisor

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### Objective:

To counsel and/or supervise a caseload of offenders and probationers, attempting to successfully reintegrate them into the community. To assist the courts with probation situations and to enforce the court's policies and procedures. Duties vary according to the specific assignments of the individual Probation Officer.

### Qualifications:

#### A. Education/Training:

1. High School Diploma or equivalent required.
2. Bachelor's Degree in Social or Behavioral Sciences, Criminal Justice, Law Enforcement, or another related field required.
3. Must have a valid driver's license.
4. Must complete 40 hours of in-service training per year, which may include Pressure Control Tactics certification and firearms certification.

#### B. Work Experience:

1. 3-4 years of human services related experience required in probation/parole, corrections, police, or other related field, or any acceptable combination of equivalent training and/or education.



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### Background Clearance:

Valid Pennsylvania State Police and/or FBI clearance.  
Act 33 Clearances  
Act 34 Clearances

### Knowledge, Skills, and Abilities Required:

1. Must be able to speak and understand the English language as well as follow oral and written instruction.
2. Must possess initiative and problem-solving skills.
3. Must possess the flexibility to function both independently and efficiently with general public, government officials, staff, and others.
4. Must maintain personal integrity.
5. Must possess the ability to multi-task while meeting deadlines.
6. Must maintain confidentiality in regards to county information and records.
7. Must possess the technical knowledge of operating personal computers and other office equipment as necessary with accuracy and reasonable speed.
8. Must possess the ability to work effectively with disturbed individuals in an authoritative manner.
9. Must possess the knowledge of laws affecting probation/parole and the ability to carry out these laws and duties within the defined procedures of the law, including times when one must make independent decisions.
10. Must possess some knowledge of the basic principles and practices of social case work and court systems.
11. Must possess a thorough knowledge of criminology and penology.

### Physical and Mental Requirements:

1. Must be able to sit, stand, and walk intermittently throughout the workday with frequent twisting, stooping, bending, reaching, grasping, and lifting/carrying objects weighing a maximum of 10 pounds necessary to carry out essential job duties.
2. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs/torso as necessary to carry out essential job duties.
3. Must demonstrate emotional stability and the ability to cope with the physical and mental stress of the position.
4. Must be attentive to detail.
5. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
6. Must be able to work with clients who carry or who may carry the active hepatitis, HIV, or other infectious diseases.



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### Duties and Responsibilities:

1. Prepares social histories and conducts intake interviews: interviewing other offenders, victims, police, family, associates, and any other individuals with knowledge of the offender.
2. Prepares reports on the outcome of the investigations, analyzing information gathered and recommending appropriate rehabilitative action to court.
3. Provides counseling and other supportive services to help probationers in their personal, social, and economic adjustments to the community.
4. Maintains contact and schedules meetings with family, friends, employers, clergy, and other persons concerned with aiding probationers.
5. Conducts investigations to monitor probationers' activities and to prevent or remove harmful activities and influences.
6. Conducts random drug/alcohol testing, including urine tests, as required and reports results.
7. Conducts research on whereabouts of missing probationers and locates them as quickly as possible.
8. Maintains day notes on probationers and prepares reports as required.
9. Enforces court orders, assists officers with arrests or re-arrests of probationers, and assists with the transporting of clients to appropriate placements when necessary.
10. Conducts pre-violation hearings.
11. Appears and testifies as witness at court hearings and prepares reports for the courts as needed.
12. Writes court orders as needed.
13. Collects fines, costs, and restitution as necessary.
14. Acts as a community resource contact as needed.
15. Sets up treatment plans for sentenced juveniles as requested.
16. Prepares and secures out-of-home placements for juvenile offenders, makes contact with organizations and institutions, and supervises juveniles placed in those institutions.
17. Operates computers and other equipment such as 2-way radios, phones, handcuffs, shackles, breathalyzers, and drug testing equipment in a proper and safe manner.
18. Attends meetings and trainings as required to maintain competency.
19. Performs other job-related duties as assigned.



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### Working Conditions:

1. Works indoors in adequate work space, lighting, temperatures, and ventilation.
2. Average indoor and outdoor exposure to noise but subject to moderate degree of stress and frequent disruptions.
3. Normal indoor exposure to dust/dirt.
4. Travels frequently when necessary to perform in home visits, to transport offenders, or when needed to appear at other locations or agencies.
5. Subject to periodically work different shifts or on-call as required.

### Acknowledgement:

I am able to perform the essential functions of this position without an accommodation.

Yes \_\_\_\_\_ No \_\_\_\_\_ (Initial)

Jefferson County reserves the right to change or reassign job duties or to combine positions at any time. I further understand I am an at-will employee and this Job Description does not constitute a contract of employment.

Jefferson County is an equal opportunity employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics, or any other category protected under applicable law.

I have read this Job Description and fully understand the requirements set forth herein. I hereby accept the titled position and agree to abide by the requirements set forth as well as policies and will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employer Signature)

\_\_\_\_\_  
(Date)