

County of Berks

POSITION DESCRIPTION FORM

Position Title: Probation/Parole Officer I, II, III, IV

Department: Adult Probation/Parole Office Reports To: (Title) Asst. Chief

Wage Category: Exempt Non-Exempt

EEO-1 Category: Professionals Union Classification: AFSCME eligible

POSITION SUMMARY:

The Probation/Parole Officer performs professional adult probation and parole work in a variety of areas, including enforcement of court orders, supervision of criminal offenders, protection of the community, and court support, within the county probation and parole system. Probation/Parole Officer I is an entry level position. Probation/Parole Officer II must have 3 years experience and good performance evaluations. Probation/Parole Officer III must have 8 years experience and good performance evaluations. Probation/Parole Officer IV must have 12 years experience and good performance evaluations.

POSITION RESPONSIBILITIES:

Essential Functions

1. Maintaining office visits with criminal offenders
2. Making field contacts and collateral contacts with family, employers, victims, or pertinent others regarding offender.
3. Referring criminal offenders to outside treatment agencies as needed.
4. Attending court proceedings.
5. Maintaining progress reports on criminal offenders.
6. Issuing warrants and assisting with arrests of criminal offenders.
7. Providing intake services for newly sentenced criminal offenders.
8. Monitoring payment of fines, costs, and restitution.

9. Participating and attending job-related trainings.
10. Conducting parole plans.

Non-Essential Functions

1. Preparing Pre-Sentence Investigation Reports.
2. Participating in non-traditional hours of supervision, during weekends and evenings.
3. Transporting criminal offenders as needed.

MINIMUM EDUCATION AND EXPERIENCE:

1. Bachelor degree in Criminal Justice related field.
2. One (1) year of related experience for P.O. I
Three (3) years of experience for P.O. II
Eight (8) years of experience for P.O. III
Twelve (12) years of experience for P.O. IV
3. Valid Driver's License and good driving record.
4. No criminal conviction.
5. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of criminal justice system, local government and administration. (P.O. I, II, III, IV)
2. Knowledge of applicable local, state, and federal laws and regulations. (P.O. II, III, IV)
3. Ability to interpret and enforce court orders. (P.O. II, III, IV)
4. Ability to communicate effectively both orally and in writing. (P.O. I, II, III, IV)
5. Ability to establish and maintain working relationships. (P.O. I, II, III, IV)
6. Working knowledge of community resources. (P.O. II, III, IV)
7. Skill in organization and time management. (P.O. I, II, III, IV)
8. Skill in problem solving. (P.O. I, II, III, IV)
9. Skill in conflict resolution. (P.O. I, II, III, IV)

PHYSICAL DEMANDS:

Physical ability to perform routine field contacts, with offenders at their residence, place of employment, treatment agencies, and/or on the street. These contacts will always require walking, and frequently will involve climbing steps.

Physical ability to make arrests, with assistance, both in the office and in the field.
Physical ability and knowledge to apply appropriate use of force as required, and within approved training parameters.

WORKING ENVIRONMENT:

Job presents certain element of danger because of the types of individuals and their environment with whom we deal with daily. Risk factors include HIV, Hepatitis, and TB. Additionally, probation officers face the threat of exposure to guns, knives, dirty needles, and other weapons.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date
