

CLASS TITLE: PROBATION OFFICER/COUNSELOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs work in the probation field, and other related assigned duties.

ESSENTIAL TASKS:

- Interviews, counsels, monitors and assists youthful and adult offenders in complying with rules and conditions of probation
- Conducts pre-sentence investigations, prepares social histories, interprets and writes special reports for use by the court
- Assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet court ordered probation requirements
- Assigns work projects to offenders
- Communicates with all levels of the Criminal Justice System and evaluates and reports probationer's progress to the court which may include testifying in court
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from a recognized college or university with a bachelor's degree in a field relevant to the essential tasks of this job description and one (1) year of experience in social work, criminal justice, court services or related field; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the theory and techniques in basic law enforcement and in the field of offender conduct and attitude; good knowledge of court system operation; good knowledge of word processing; some knowledge of community social services programs and their purposes; and some knowledge of the traffic and criminal codes of the City of Tulsa and the State of Oklahoma. Ability to deal with people of a variety of racial, social and economic backgrounds; ability to interview and counsel people about their problems; ability to communicate effectively verbally; ability to maintain accurate records and write reports for efficient management of substantial caseloads; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization. Skill in operating a personal computer and other office equipment.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, reaching, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Driver's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires some travel to various locations to conduct worksite inspections and training, and to attend training.

Class Code: 2554

EEO Code: N-02

Pay Code: AT-28

Group: Cultural, Legal and Sciences

Series: Municipal Court

Effective Date: July 20, 2020