

## **CLASS TITLE: PROBATION OFFICER/COUNSELOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs work in the probation field, including reporting and correspondence, maintenance of case records, assisting clients to rehabilitation services, supervising adults and juveniles under conditions of release or various prosecution statuses, prepares court reports and document cases, ensures compliance from probationers, investigates allegations of non-compliance, and performs general administrative duties; and other related assigned duties.

### **ESSENTIAL TASKS:**

- Processes defendants as they exit court and prepares work assignments and assigned classes
- Obtains documentation of completed assignments at the end of a defendant's probationary term or work order
- Evaluates and counsels to authorize plea waivers and extension of payment terms
- Interviews, counsels, monitors and assists youthful and adult offenders in complying with rules and conditions of probation
- Prepares applications to revoke and accelerate sentences and presents information to the prosecutor
- Conducts pre-sentence investigations, prepares social histories, interprets and writes special reports for use by the court
- Maintains a database, logs active defendants, and communicates with defendants regarding any status changes or questions
- 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
- Interviews, monitors, and develops worksites for work hours and community service
- Cross-trains to provide back up to bailiff as needed
- 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: Completion of one hundred and twenty (120) hours from an accredited college or university with one (1) year of experience in a field relevant to the essential tasks listed in this job description or completion of sixty (60) hours from an accredited college or university with three (3) years of experience in a field relevant to the essential tasks listed in this job description.

Knowledge, Abilities and Skills: Good knowledge of diversity, equity, and inclusion best practices; good knowledge of the principles, methods and practices of investigations, supervision and reporting in probation work, knowledge of various counseling techniques; and basic knowledge of the legal system and the law. Ability to learn a records management system; ability to take a subject into custody; ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding; and the ability to communicate well both verbally and in writing. ability to think critically; and ability to multitask. Skill in customer service.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching, bending, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

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

Page 2 (continued from Probation Officer/Counselor)

**Class Code: 2554**

**EEO Code: N-02**

**Pay Code: AT-28**

**Group: Cultural, Legal and Sciences**

**Series: Municipal Court**

**Effective Date: November 10, 2021**