



LAWRENCE COUNTY ADULT PROBATION AND PAROLE OFFICE

Job Posting

(Start Date to be Determined)

JOB TITLE: ADULT PROBATION AND PAROLE OFFICER I

Position: Adult Probation Officer I

Department: Adult Probation

Status: Non-Exempt/Union

Salary: \$39,763.33

The Adult Probation and Parole Officer I (hereafter referred to as Adult Probation Officer) plays a pivotal role in carrying out the work of the Court and in the protection of public safety. This position is responsible for enforcing Court orders and assuring the adult offender's compliance with conditions of sentencing, diversionary program participation, and parole. This includes prevention of further criminal acts and technical violations and assistance with and promotion of positive change for offenders returning to the community.

The Adult Probation Officer at all times acts in a manner consistent with, and aimed at furthering, the vision, mission, goals, and operating principles of the Lawrence County Court of Common Pleas' Adult Probation and Parole Office. The individual must possess the ability to work well with others without regard to their race, religion, color, sex, gender identity, sexual preference, ancestry, age, national origin, disability, marital or veteran status, economic, and educational backgrounds. It is understood that the Adult Probation Officer's work will be performed in a competent, timely, collaborative, and professional manner, and in strict accordance not only with all applicable laws, but also with the high standard of ethical behavior that is the hallmark of the Lawrence County Court of Common Pleas. This includes maintaining the confidentiality of information and documents and recognizing that all work produced is the property of the Adult Probation and Parole Office.

The Adult Probation Officer works closely with other members of the Adult Probation and Parole team, as well as with other County and Court departments and staff, to assure that offenders' resource needs are being met. The Adult Probation Officer also attends and provides testimony during trials, hearings, and other Court proceedings. Excellent communication skills are thus essential. The Adult Probation Officer must be able to build rapport with others and to interact effectively and cooperatively with law enforcement and human services agency personnel. A professional demeanor and appearance are necessary at all times.

The Adult Probation Officer is expected to see offenders assigned to a specific level of supervision both in the office and in the field based on the assigned level of supervision or need. This is a peace officer classification; the Adult Probation Officer has powers of arrest for offenders under the jurisdiction of the Lawrence County Court of Common Pleas. There is a potential risk of injury and/or death associated with the position of Adult Probation and Parole Officer. Adult Probation Officers may carry an approved, firearm upon satisfactory completion of the Pennsylvania County Probation Firearm Commission Course and receipt of certification, in accordance with 61 Pa. C.S. § 6301 et seq. Completion of any required

subsequent courses to retain certification is also required. It should be noted that those who carry a firearm assume an immense responsibility that must be taken very seriously.

The Adult Probation and Parole Officer displays the following leadership qualities:

- An enthusiastic dedication to innovative public service and to customer-driven service and personal growth
- The capability of describing and expressing, in public conversation as well as during one-on-one mentoring, the value of personal accountability for the success of colleagues and the Court of Common Pleas
- A clear grasp of essential performance behaviors and operational goals and an active, day-to-day desire and effort to learn more
- Self-motivation, with the ability to shift priorities to meet needs when unanticipated problems occur
- The capacity to create a sense of purpose, even in stressful times, and to generate and maintain a high level of morale
- The ability and willingness to assist others in reaching their potential
- The ability and willingness to work with others as a team player who feels a sense of responsibility not only for his/her own success, but for the success of colleagues as well as clients/offenders.
- The ability to anticipate and respond appropriately to difficult or dangerous situations
- Flexibility and the ability to respond to important situations and tasks that fall outside of typical weekday work hours

The individual in this position must be able to perform satisfactorily each of the Essential Functions described below, must consistently demonstrate the ability to handle numerous tasks and responsibilities and the ability to anticipate and meet deadlines, and must have outstanding organizational skills with meticulous attention to detail. The individual must anticipate and respond promptly, in a professional manner, to internal and external customer requests.

Administrative Essential Functions:

- Communicates effectively orally and in writing
- Demonstrates effective interpersonal skills, including presenting information effectively and responding to questions from the Court, County officials, colleagues, law enforcement and other criminal justice agencies and the public
- Maintains effective working relationships with the Court of Common Pleas and County staff, as well as with external organizations and customers, such as government entities
- Leads, motivates and works closely with people of all skills and backgrounds
- Works with other staff and offenders/clients in one-on-one and small group situations
- Reads and interprets financial and statistical information
- Knowledge of the policies and procedures of the Adult Probation and Parole Office
- Knowledge of the processes and protocols of the Lawrence County Court of Common Pleas
- Knowledge of basic computer skills
- Accesses and inputs data into and retrieves data from computer information systems
- Assists in setting expectations for staff performance with respect to data gathering, collaborative analysis and reporting
- Assists departmental leaders in raising questions and facilitating discussions of ways to measure key areas in which operational performance is succeeding and where it needs to improve
- Maintains confidentiality of information

- Completes no fewer than 40 hours per year of continuing education programs relevant to the mission and duties of Adult Probation and Parole or the criminal justice system

Operational Essential Functions:

- Supervises a caseload of adult offenders and enforcing Orders of Court and conditions of supervision
- Reviews rules of supervision and special conditions with offenders
- Meets with offenders in the office and the field
- Investigates complaints about offenders thoroughly
- Assists offenders in adjusting to life in the community
- Helps prevent future criminal acts and technical violations
- Conducts investigations, prepares social/legal case histories, pre-sentence investigations, and pre-release/parole plans as required
- Conducts counseling interviews with assigned offenders, utilizing approved counseling techniques, to determine and clarify problems and suggests constructive methods for addressing such problems, consulting with an Adult Probation and Parole Office supervisor when necessary
- Gathers and evaluates data in connection with investigations and supervision
- Conducts drug and alcohol tests (e.g., urine samples and breath/alcohol tests)
- Prepares documents for and participates in Gagnon I and II revocation hearings
- Refers offenders to appropriate agencies for treatment and other services
- Coordinates DNA and/or Megan's Law registration
- Reviews inmate institutional adjustment/behavior with prison authorities
- Conducts field investigations for parole plans, verifies information supplied by inmates/offenders, and responds to correspondence or questions regarding parole plans with inmates and others
- Makes periodic reports to the Court of Common Pleas
- Assists as needed with courtroom procedures during Court sessions
- Carefully documents facts and testifies in Court with respect to an offender's activities, behavior, and quality of adjustment while under supervision
- Exercises peace officer powers of arrest, searches, and seizures
- Performs duties related to cases scheduled for Court, including maintaining contact with Court officials and attorneys
- Performs call-out duty and responds to alert messages as required
- Maintains accurate and up-to-date case records
- Determines when modification of orders of Court is appropriate and initiates action with the Court of Common Pleas
- Develops and maintains professional relationships with law enforcement agencies, human services providers, and other Court/County departments and staff
- Makes inter-agency contacts regarding offender supervision
- Represents the Adult Probation and Parole Office and the Court of Common Pleas in appropriate public situations
- Performs other duties as assigned or directed by judges, the Chief Adult Probation Parole Officer, the Deputy Chief, or the Assistant Chief

Physical Essential Functions:

- Passes physical examination performed by a medical doctor
- Walks, stands, sits, kneels, pushes, stoops, reaches above the shoulder, grasps, pulls, bends repeatedly, climbs stairs

- Sits for extended periods of time
- Works in normal indoor exposure to dust/dirt
- Moves about within the courthouse and other County facilities to meet with offenders and access other staff and materials
- Speaks and hears clearly and occasionally withstands higher than average levels of noise
- Works in potentially high stress situations
- Physically subdues and restrains offenders, including; detaining, restraining, and handcuffing both resisting and non-resisting offenders, runs short distances and searches offenders
- Safely operates weapons
- Handles and uses office implements and equipment frequently
- Performs tasks with manual dexterity (e.g., use of fingers, hands, and arms)
- Lifts, moves, and/or carries up to 30 lbs. on a consistent basis, and on occasion up to 40 pounds
- Drives automotive equipment occasionally to other locations within and outside of Lawrence County
- Withstands exposure to weather occasionally
- Works with offenders who carry or may carry active hepatitis, HIV, or other infectious diseases

Education, Experience, and Training

- Bachelor's degree from an accredited college or university required
- Successful completion of initial and ongoing training as mandated by the PA State Board of Probation and Parole and/or required by the Court of Common Pleas or the Adult Probation and Parole Office
- Valid Pennsylvania driver's license

Job Location (Places where job is performed)

Lawrence County Courthouse and locations throughout the County and surrounding communities

Equipment (Examples of devices, tools, etc., used in job performance)

Vehicle, computer, fax, calculator, copier, telephone, cell phone, portable radio, camera, vehicle, two-way mobile radio, diagnostic equipment, handcuffs, leg irons, OC pepper spray, electronic monitoring equipment and firearms