TWIN FALLS COUNTY invites applications for the position of:

Probation Officer - MALE

SALARY: $18.03 Hourly

OPENING DATE: 11/19/20

CLOSING DATE: 11/30/20 10:00 PM

POSITION INFORMATION:

Apply ONLINE at www.twinfallscounty.org

Twin Falls County offers a highly competitive benefits package to full-time employees including holiday pay, paid vacation, paid personal days and paid sick leave. We offer medical, dental, and vision insurance, as well as short-term disability benefits, life insurance, and a PEHP plan. We are on the PERSI retirement plan and also offer a Deferred Compensation (voluntary retirement) plan.

For specific information regarding Twin Falls County's benefits, visit the Benefits section of our web page.

JOB DESCRIPTION:

CLASSIFICATION SUMMARY
Administers a caseload of clients to monitor compliance with court-ordered term of probation. The principal duties are performed in an office environment although some fieldwork may be required to determine client compliance with probation terms and conditions. The position includes exposure to potential personal danger and often includes working irregular hours. The work is performed under the supervision of the Senior Probation Officer with considerable latitude granted for the exercise of independent judgment and initiative

DUTIES / RESPONSIBILITIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only and may vary by assignment)
- Manages an assigned caseload of clients referred by a Court to monitor compliance with court-ordered terms and conditions of probation;
- Attends dispositions, evidentiary hearings and dispositions, meets with clients and instructs them in probation obligations, regulations and practices;
- Establishes and maintains a case file on each client including visits to home, workplace, and relevant sites in the community to document compliance with terms and conditions of probation;
- Prepares and presents reports to Court on client compliance;
- Conducts records checks and detailed investigations of client social history including physical environment, family and peer relationships, emotional history, education, and related factors;
- Administers drug and alcohol testing;
- Determines driver license status of clients and issues permits as per court order;
- Prepares detailed periodic reports for submission to courts and to comply with state standards and guidelines;
- Maintains databases and files as required by state and County standards and guidelines;
Establishes and maintains contacts with key individuals involved in the cases and case
compliance (such as detectives, attorneys, judges, employers, parents, teachers,
counselors, etc.);
Coordinates with various agencies and apprises of client contract obligations; provides
copies of documentation, orders and related materials;
Prepares referrals for mental health, counseling, substance abuse, or other evaluations and
treatments and monitors attendance at and progress of treatment;
Receives and reviews monthly or other periodic reports from treatment providers on
offenders and takes appropriate remedial actions as necessary;
Prepares affidavits, motions and orders, warrants of arrest and other legal documents;
Recommends further conditions, initiates affidavit to revoke, or petitions for termination of
probation;
Attends Court and hearings and presents recommendations and/or testimony on violations
and sentencing;
Maintains various files to document written verification of client attendance at ordered at
hearings, meetings, training, therapy, counseling, and classes;
Responds to Commissioners', elected officials', County employees' and citizens' questions
and comments in a courteous and timely manner;
Performs time management and scheduling functions, meets deadlines, and sets project
priorities;
Communicates and coordinates regularly with appropriate co-workers to maximize the
effectiveness and efficiency of interdepartmental operations and activities.
Maintains strict confidentiality in all cases;
Assists other department and County employees as needed or requested;
Performs all work duties and activities in accordance with County policies, procedures, and
safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:
• Conducts special investigations as ordered by Court;
• Performs other duties as assigned.

QUALIFICATIONS:

CLASSIFICATION REQUIREMENTS:
The requirements listed below are representative of the minimum knowledge, skill, and/or ability
required for an individual to satisfactorily perform each essential duty satisfactorily and be
successful in the position.

Knowledge of:
• Adult justice and adult probation systems, processes, procedures, and objectives;
• Idaho and County statutes, laws, codes, and regulations governing arrest, detention,
probation and parole;
• Criminal court practices and processes, legal terminology, and procedures;
• Clinical evaluation and treatment programs, social service agencies, and other community
resources available to the Department;
• Interviewing, counseling, and investigative techniques applicable to case monitoring;
• Operation of a personal computer and job-related software applications;
• Operation of standard office equipment;
• Methods, techniques, equipment, and standards of drug and alcohol testing;
• File and information management methods and procedures;
• English grammar, spelling, punctuation, and composition;
• Departmental programs, policies, procedures, and operations as applied to the work
performed;
• Follows County policies regarding safe work practices.

Skill and Ability to:
• Perform the duties of Probation Officer to County and state standards;
• Gather and analyze facts and evidence and draw logical and objective conclusions;
• Understand, interpret and apply standards, guidelines, laws, resolutions, ordinances, codes, and contracts;
• Compile pertinent data and prepare clear, concise, and accurate reports;
• Operate standard office equipment and a personal computer using program applications appropriate to assigned duties.
• Maintain and monitor detailed case files;
• Maintain detailed and accurate documentation;
• Communicate effectively, both orally and in writing;
• Establish and maintain effective working relationships with clients, service providers, judiciary officials, supervisors, other County employees, defense and prosecuting attorneys, the public, and other County and state agencies;
• Conduct factual analysis of case information and field observations;
• Work independently and make independent decisions involving sensitive situations;
• Communicate information and ideas in speaking and writing so others will understand.
• Listen to and understand information and ideas presented through spoken words and sentences.
• Understand and follow oral and/or written policies, procedures and instructions.
• Exhibit courtesy, tact, and diplomacy with co-workers, elected and appointed officials, and the general public;
• Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
• Maintain a professional demeanor during stressful situations; respond courteously to inquiries, which are sometimes controversial or adversarial;
• Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
• Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
• Perform time management and scheduling functions, meet deadlines and set priorities;
• Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.
• Maintain client and Department confidentiality required by Federal and local laws;
• Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE AND TRAINING:
• Bachelor’s Degree in Criminal Justice or related field;
• Will be required to attend and complete POST certification within one year of hire;
• Valid Idaho Driver’s License;
• An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
• Must successfully pass a comprehensive background investigation conducted by an experienced investigator relevant to the position and remain in good standing for the duration of employment with the County.

PHYSICAL DEMANDS & WORK ENVIRONMENT:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, bend, use hands to keyboard or type, and reach with hands and arms. The employee must occasionally physically restrain a client. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus to comprehend written work instructions and prepare and maintain written records. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, and communicate effectively in person and by telephone. While performing the duties of this classification, the employee works in an office and field environment, including in inclement weather.

ADULT MISDEMEANOR PROBATION OFFICER POST HIRING STANDARD

https://agency.governmentjobs.com/twinfalls/job_bulletin.cfm?JobID=2914792
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1. **NO** conviction or commission of a felony as an adult (except for 2 and 3 as defined below, and a case-by-case review of juvenile felony convictions). This policy will also include withheld judgments as convictions.

2. **NO** soft illegal drug use in the past five (1) years, i.e.: marijuana, illegal use of prescription drugs or steroids, glue/gasoline/paint huffing, etc.

3. **NO** hard illegal drug use in the past eight (3) years; i.e.: methamphetamine, LSD, cocaine, heroin, etc.

   • Note: 2 and 3 deal with use and/or possession. Sale, transportation, manufacture and/or association with anyone who is involved in any of the listed activities will be cause for disqualification. An exemption to this policy may be granted for a single, experimental, one-time use of marijuana or huff only within the time periods described. Polygraph confirmation is required before an exception may be considered.

4. General misdemeanor convictions are reviewed on a case-by-case basis; except for stalking or Peeping Tom type of crimes. Any criminal probation must already have been served.

5. **NO** conviction or arrest for domestic battery, child abuse, sex crimes.

6. **NO** D.U.I. convictions in the past three (3) years. This policy will also include withheld judgments as convictions.

7. **NO** driver's license suspensions in the past three (3) years for violations relating to D.U.I., chemical test refusal or points assessed due to moving traffic violations.

8. **NO** dishonorable discharge from any U.S. military force.

9. Failure to meet minimum job qualifications.

10. Falsification, deliberate misrepresentation or omission of information on employment application or any supporting documents.

11. History of job terminations on job(s) for disciplinary problems.

12. Changing of jobs more than three (3) times within the previous or current year (case-by-case review)

13. Any history of behavior involving dishonesty, unprofessional conduct, unethical conduct, or immoral conduct which may affect the applicant's ability to perform the duties of an Adult Misdemeanor Probation Officer.

If you need reasonable accommodation in participating in and/or completing the County's application process, contact Human Resources at (208) 736-4174. For the hearing impaired, please contact Idaho Relay (TTY) at 1-800-377-3529.

Per Idaho Code, Title 65, Chapter 5, Twin Falls County will afford a preference to employment of veterans. If claiming veteran's preference, you must attach or otherwise submit a copy of your DD-214 to your application.

EEO / VETS / DRUG FREE WORKPLACE

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.twinfallscounty.org

P.O. Box 126
Twin Falls, ID 83303
208-736-4174

hr@tfco.org