

Adult Probation Officer

Department: Adult Probation

Job Type: Full-time with Benefits

Exempt Status: Non-Exempt

Salary: \$22.00 - \$25.00/Hour DOE

Closing Date: Open Until Filled

General Summary

This position supervises adult misdemeanor clients on probation, ensuring compliance with court-ordered conditions while providing guidance and resources to support rehabilitation. The role involves collaboration with law enforcement, courts, and community organizations to promote public safety and effective offender management. Duties are primarily performed in an office setting, with occasional fieldwork to verify compliance. The position requires working in potentially hazardous situations and may include irregular hours, including evenings and weekends.

Candidates must meet all minimum eligibility requirements, successfully pass investigative background checks in accordance with POST standards, complete a psychological evaluation, and maintain good standing throughout employment. Standard office hours are Monday through Thursday, 7:00 a.m. to 5:00 p.m., with flexibility as needed for job duties.

Essential Job Functions

- Manages an assigned caseload of clients referred by a court to monitor compliance with court-ordered terms and conditions of probation.
- Attends court, evidentiary hearings, and dispositions; meets with clients and instructs them on terms and conditions of probation.
- Meets with clients at least monthly, and in some cases, twice per month.
- Maintains case files and monitors client performance in accordance with court-directed probation terms.
- Conducts risk and needs assessments with clients.
- Administers drug and alcohol testing and records results.
- Prepares and presents reports to courts regarding client compliance.
- Provides referral resources for professional services including mental health, counseling, substance abuse evaluations, and treatments.
- Monitors compliance with treatment attendance and progress as appropriate.

- Reviews reports from treatment providers and takes appropriate actions.
- Prepares and submits affidavits and other legal documents to the Prosecuting Attorney and Public Defender's offices.
- Presents recommendations and/or testimony in court on violations if requested.
- Documents and maintains records of all client contacts.
- Performs field visits and restrains individuals when necessary, applying de-escalation techniques as warranted.
- Identifies and addresses potential security threats to ensure public and community safety.
- Maintains confidentiality and professional boundaries with clients and stakeholders.
- Communicates and coordinates regularly with co-workers to maximize departmental effectiveness.
- Performs time management and meets deadlines.

Additional Functions

- Assists other departments and county employees as needed or requested.
- Performs all work duties and activities in accordance with county policies, procedures, and safety practices.
- Attends ongoing training and education.
- All other duties as assigned.

Job Requirements

- Bachelor's degree in Social Work, Criminal Justice, Psychology, or a related human services field, or equivalent experience.
- Must hold, or be able to obtain, POST certification as a Misdemeanor Probation Officer within one year of hire.
- Knowledge of the adult justice system and adult probation processes, procedures, and objectives.
- Knowledge of Idaho statutes, court laws, codes, and regulations governing arrest, detention, probation, and parole.
- Knowledge of criminal court practices and procedures, legal terminology, and processes.
- Knowledge of clinical evaluation and treatment programs, social service agencies, and other community resources available to the Department.
- Knowledge of and ability to apply interviewing, counseling, and investigative techniques related to case monitoring.
- Knowledge of drug testing methods, techniques, equipment, and standards.
- Ability to manage filing systems and information management procedures.

- Knowledge and skills in English grammar, spelling, punctuation, and written composition.
- Ability to de-escalate challenging situations effectively.
- Ability to apply emotional intelligence to assess situations and make sound judgments.
- Ability to make ethical decisions quickly and communicate them effectively.
- Knowledge of departmental programs, policies, procedures, and operations related to assigned duties.
- Ability to exercise sound judgment and work independently with minimal supervision.

Adult Probation Officer POST Hiring Standards / Disqualification Standards (IDAPA 11.11.01.055)

An applicant is ineligible to attend a basic training academy and for certification under the following circumstances:

1. Criminal Conviction:

- a. Felony conviction at age 18 or older.
- b. Misdemeanor DUI within 2 years, or 2+ misdemeanor DUIs within 5 years.
- c. Misdemeanor domestic violence (if firearm required) within 5 years.
- d. Misdemeanor crime of deceit or sex offense within 5 years.
- e. Misdemeanor drug-related offense within 1 year.

2. Driver's License: Must possess a valid driver's license and be able to qualify for an Idaho license.

3. Marijuana: Any illegal use, purchase, or possession of marijuana/THC within 1 year of application, or during employment in law enforcement/public safety.

4. Violations of Controlled Substances Act: Felony or comparable violation within 3 years.

5. Prescription/Other Legally Obtainable Controlled Substance: Unlawful use within 3 years unless exception applies.

6. Military Discharge: "Dismissal," bad conduct, dishonorable, or other than honorable discharge.

7. Decertification/Denial of Certification: Denied, suspended, revoked, or otherwise ineligible for certification.

Applicants must comply with these POST standards and Jerome County's minimum eligibility requirements regarding criminal history, substance use, driving record, military discharge, and other disqualifying factors.

Licenses and Certifications

- Must possess and maintain a valid Idaho driver's license.
- Must complete POST certification within one year of hire and remain certified and in good standing.
- Required to complete ARCON Training and certification.
- Must pass an investigative background check in accordance with POST requirements and a psychological evaluation.

Other Requirements

- Adhere to the Code of Ethics for Probation Officers.
- This position is safety sensitive and the incumbent is subject to random drug testing.

Work Environment & Physical Demands

- Work is primarily in an office environment with some fieldwork; subject to indoor and outdoor environmental conditions, including exposure to bloodborne pathogens and bodily fluids.
- May require use of some physical force to restrain offenders.
- Incumbent is often exposed to socially hostile environments involving high levels of tension and stress. Requires personal mental health and stability to identify issues in assigned client families and personnel.
- Requires use of close and distance vision.
- Requires clarity of speech and hearing; must discern verbal communication effectively over phone or radio.
- Position may require carrying a firearm and potential discharge.
- May require entering locked buildings.
- Requires wearing a uniform and a bulletproof protective vest.
- Must have sufficient personal mobility and reflexes to function in mixed office and outdoor environments.

- Position requires working hours outside of normal office hours, including weekends, and occasionally overnight.

Travel Requirements

- Travel between Jerome County departments and client homes may be required.
- Occasional travel to other counties within Idaho is required for trainings.

Benefits

Jerome County provides a highly competitive benefits package for full-time employees, including comprehensive medical, dental, and vision insurance, short-term disability and life insurance coverage, holiday pay, paid time off (PTO), and paid sick leave and retirement benefits including participation in PERSI retirement and 401(k) plans.

Application Instructions

To be considered for this role, please adhere to the following application process:

1. Complete and submit an application through our official website at www.jeromecounty.id.us.
2. Send a cover letter and resume via email to the Human Resources Department at jchr@co.jerome.id.us.

Veteran's Preference: If you are a veteran, please provide a copy of your DD214.

Disclaimer

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work assigned to this job. They are not an exhaustive list of all responsibilities, duties, and skills required. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.