

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Probation Officer I

Department: Police
Pay Grade: PS3
FLSA Status: Non-Exempt
Job Code: A220

JOB SUMMARY

The purpose of this classification is to provide supervision to offenders placed on court probation and to provide support for general Court Services functions, to include managing an assigned caseload of probationers, explaining rules to new probationers, supervising activities of probationers and monitoring compliance with conditions of probation, issuing and serving warrants, transporting prisoners, maintaining courtroom security, and performing general administrative tasks associated with court operations.

ESSENTIAL JOB FUNCTIONS

- Interprets, explains, and enforces all applicable codes, laws, rules, regulations, standards, policies and procedures: initiates any actions necessary to correct deviations or violations.
- Manages an assigned caseload of offenders on court-ordered probation: transfers case files from court system to probation system; enters into computer new case data and subsequent records; establishes and maintains defendant case files; conducts pre-sentence investigations on defendants as directed by Judge.
- Provides probationary supervision for offenders and monitors compliance with court-ordered sanctions: interviews offenders and explains rules, regulations, and conditions of probation to offenders; interviews probationers at jail while incarcerated; monitors activities of assigned probationers; monitors activities of defendants on house arrest; conducts work/home visits to monitor progress of defendants; initiates calls to verify completion of community services hours, attendance at Alcoholics Anonymous meetings, completion of evaluations, or other requirements; types/mails violation letters to probationers.
- Coordinates drug/alcohol testing of probationers on a monthly basis or randomly per the Judge's orders; collects specimens for drug/alcohol screens; contacts laboratory to

coordinate specimen pickup and obtain confirmation number; reviews laboratory reports to determine presence of drugs/alcohol; submits laboratory reports to Judge and/or case files.

- Issues and conducts revocation hearings for probation violations; recommends sentencing guidelines; prepares revocation petition for signature of Judge.
- Holds monthly Compliance Hearings with a judge to ensure that probationers are within compliance of their probated sentence.
- Transports prisoners, probationers, or other individuals between designated locations.
- Monitors and collects court-ordered fees and fines from probationers.
- Ensures that defendants are released from detention center as directed: dismisses conditional plea cases upon satisfactory completion of all rules; types and provides dismissal orders for signature of Judge; provides release authorization and confinement papers for defendants entering/leaving jail.
- Assists with warrant processing: coordinates issuance of warrants on GCIC system; removes cancelled warrants from active computer files and from GCIC files.
- Serves warrants or other court orders: issues and serves arrest warrants; completes, verifies, and serves license suspensions.
- Monitors security of courthouse and related facilities to ensure safety of all individuals: operates and monitors metal detectors, x-ray machines, scanning devices, surveillance cameras, alarms, or other equipment/systems; screens individuals entering courthouse and takes necessary actions to ensure weapons are not brought into courthouse; searches individuals and containers for weapons, contraband, or other inappropriate items as needed; searches courtrooms as needed to ensure security.
- Performs general security functions: provides security to other City departments and responds to situations involving suspicious persons, silent/panic alarms, safety concerns, or other issues as needed; transports departmental banking transactions to/from financial institutions.
- Performs customer service functions: provides information and assistance related to court activities, procedures, documentation, warrants, or other issues; responds to questions/complaints, researches problems, and initiates problem resolution.
- Performs various administrative tasks in support of court activities: conducts verification of warrants for police dispatch personnel; faxes dispositions to Department of Motor Vehicles; certifies dispositions and citations for defendants/attorneys; compiles disposition requests from archived cases; completes offender based tracking system (OBTS) forms and forwards to GCIC; completes citations and forwards to Department of Public Safety.
- Prepares or completes various forms, reports, correspondence, logs, dismissal orders, warning/warrant notices, probation contracts, license suspension notices, calendars, or other documents.
- Receives various forms, reports, correspondence, criminal history reports, driving history reports, background reports, laboratory reports, clinical evaluations, case documentation, disposition requests, confinement reports, newsletters, law books, legal bulletins, map books, GCIC guides, policies, procedures, rules, regulations, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer, general office equipment, audio/visual equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e mail, Internet, or other computer programs.

- Operates Georgia Crime Information Center (GCIC) database to retrieve/update criminal information and motor vehicle/license records: enters, removes, confirms, modifies, and/or updates entries and data as needed; enters and runs inquiries on data such as driver's license records, criminal histories, or warrants; maintains records of GCIC validations; ensures integrity/security of data and adherence to GCIC requirements.
- Operates a variety of standard and specialized machinery, equipment, and tools associated with law enforcement and security, which may include a patrol vehicle, firearms, chemical weapons, emergency equipment, drug/alcohol testing materials, handcuffs, restraining devices, baton, flashlight, fire extinguisher, radio/communications equipment, metal detector, scanning device, safety equipment, or hand tools: inspects/maintains assigned police vehicles, uniforms, weapons, or other equipment.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals: performs driving functions in a safe and efficient manner under various conditions, including day/night hours, congested traffic, adverse weather conditions, and emergency situations involving speeds in excess of posted limits.
- Maintains various files/records: prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.
- Coordinates work activities with other departments, outside agencies, or others as needed: contacts attorneys regarding meetings; interviews, meets, and mediates with clinical evaluators/counselors.
- Communicates with supervisor, employees, other departments, Judges, court personnel, attorneys, inmates, defendants, witnesses, victims, law enforcement personnel, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains a comprehensive, current knowledge of applicable laws, policies, and procedures; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Performs general/clerical tasks, which may include entering data into computer, answering telephone calls, making copies, sending/receiving faxes, preparing files, filing documentation, or processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High school diploma or GED; supplemented by vocational/technical training in law enforcement and criminal justice and two (2) years previous experience and/or training involving law enforcement, administration of probation services, offender case management, court procedures, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain valid Georgia P.O.S.T. Peace Officer certification, and must complete all required continuing education activities.

- Possess and maintain valid Georgia Crime Information Center (GCIC) Terminal Operator certification.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- Bi-lingual candidates are preferred.

Knowledge, Skills and Abilities:

- Knowledge of the practices and procedures associated with law enforcement, the criminal justice system, courtroom processes, and probationary procedures.
- Knowledge of City and State laws and ordinances.
- Ability to analyze situations and take quick, effective, and reasonable action giving due regard to surrounding hazards and circumstances of each situation.
- Ability to interact firmly, tactfully, and courteously with individuals, sometimes in difficult, stressful, or volatile circumstances.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, hazardous

materials, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, human attacks/bites, violence, firearms, explosives, or rude/hostile individuals.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.