

Deputy Probation Officer | Shoshone County

Location/Department Probation Services	Travel Required Yes / No
Reports To Probation Services Administrator	FLSA Status Non-Exempt
Hours Weekdays, Evenings as required	Last Reviewed By – Date Michael G. Smith 07/2024

Position Summary

Under the direction of the Probation Services Administrator, the Deputy Probation Officer will supervise assigned adult misdemeanor probationers and monitor participants of the pretrial drug/alcohol testing program for compliance and make timely reports to the prosecutor when appropriate.

All Shoshone County employees are expected to demonstrate and uphold Shoshone County values.

Essential Duties and Responsibilities

The following essential duties may be carried out with or without reasonable accommodation:

- The Deputy Probation officer will supervise assigned adult misdemeanor probationers; conduct periodic meetings with clients to review activities; provide guidance and counsel when appropriate; assess the needs of the client and assist with acquiring services; monitor treatment progress; conduct urinalysis testing; conduct home visits to observe conditions and activities; maintain accurate records of all contacts; report compliance to the Court
- The Deputy Probation Officer will monitor the pretrial testing program; gather pertinent information for participants; collaborate with facility to coordinate testing; receive, monitor and record testing results; monitor compliance and report to the Court as necessary
- The Deputy Probation Officer will attend Treatment Court Staffing and Court Hearings; take notes at staffing and during court hearings; conduct applicant interviews and prepare application materials for the Treatment Court team at the direction of the Treatment Court Coordinator

Other Duties and Responsibilities Performed Occasionally

- Assist law enforcement with conducting searches of probationers, their homes, or any area under their control
- Represent Shoshone County Probation Services in meetings with community stakeholders and law enforcement
- Assume the duties of the Community Justice Assistant when he/she is out of the office
- Other duties as assigned

Required Knowledge, Skills, and Abilities

- Knowledge and understanding of principles and practices of adult misdemeanor probation, and case management; federal, state and local laws; court decisions applicable to misdemeanor probation; principles of applied psychology; currently accepted ideas related to the cause, prevention and control of crime; interviewing and counseling techniques; functions and general practices of law enforcement agencies and of the courts.
- Ability to work effectively with adults under supervision; analyze investigation materials and make appropriate decisions; determine the truthfulness of statements; work cooperatively with peace officers and other agencies or community stakeholders that provide services to clients; read and apply regulations and policies; communicate effectively with individuals in a variety of different emotional states, from a variety of different backgrounds and with different educational backgrounds and mental capacities; rapidly shift between different communication styles; respond to and make decisions under stress of emergency and confrontation; remember and make a written record of observations and actions taken; apply general information and principles to specific situations.
- Physical demands; strength, stamina and coordination to sit, stand, and walk for long periods, bend and reach to conduct inspections, carry equipment and supplies; vision to see in low light; hearing to perceive conversations and activities; coordination, vision, and dexterity to use of computer terminals; strength and stamina to drive long distances, including travel over rough, snow covered or icy, roads; occasional light lifting; ability to walk over uneven, snow covered or icy surfaces, bending, climbing, and periods of standing

Acceptable Experience and Training

- High school diploma or GED, with Associates Degree in criminal justice, criminology, or social services preferred:
- Two (2) years' experience in adult probation or related services; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.
- Must be able to obtain Idaho POST certification for adult misdemeanor probation officers within one (1) year of employment

License or Certification Required

- Regular class D driver's license: officer may be required to provide their own transportation to training sessions and to alternate work sites; vehicle must be properly registered and continually insured
- Idaho POST certification within one (1) year of employment
- First aid/CPR

Working Conditions

- Office, courtroom, and field situations, including, but not limited to, homes, detention facilities, schools, and isolated geographic areas
- Work may be outdoors in all weather; subject to extreme temperature fluctuations – heat in summer and snow and ice in winter; movement from indoor to outdoor environments
- Officer may be exposed to high stress situations, including, but not limited to, interacting with detainees, persons under the influence of alcohol and/or drugs, highly emotional individuals, and resistive/combatative persons; officer may be exposed to persons who are dangerous, and officer may encounter individuals who have communicable diseases

Supervision

- Works under direct supervision
- Does not supervise others

Equipment Operated

- Standard office equipment (i.e., computer, multi-line phone system, copier, scanner, etc.)
- Officer may be required to operate breathalyzer

When duties and responsibilities change and develop, the job description will be reviewed and subject to changes of business necessity.

I have read and fully understand the responsibilities of the position for which I have been employed by Shoshone County Probation Services. I understand that it is my responsibility to ask my supervisor any questions I may have, at any time, about my duties above.

Signature: _____ Date: _____

Printed Name: _____