

**POSITION DESCRIPTION  
COUNTY OF WHITLEY, INDIANA**

**POSITION:** Adult Probation Officer  
**DEPARTMENT:** Probation  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** SO (Special Occupations)

**DATE WRITTEN:** March 2002  
**DATE REVISED:** November 2018

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Adult Probation Officer for the Probation Department, responsible for supervising and assisting probationers, and preparing pre-sentence/pre-disposition reports.

**DUTIES:**

Supervises, meets, and monitors assigned probationers in accordance with the Eight Principles of Effective Intervention, including meeting regularly with probationers based on their risk level, and conducting random drug testing.

Conducts initial interviews, and prepares various reports, written recommendations, criminal records checks, and "Violations of Probation" for the court.

Conducts risk assessments on probationers to determine risk level for services and supervision.

Conducts investigative processes including background searches of family, medical, education, and criminal histories to provide pre-sentence information to the Court in written form.

Presents recommendations to the Court answering any questions asked by the judge, and files progress reports with the Court submitted by other agencies.

Attends information sharing meetings with local law enforcement agencies.

Attends Court sentence hearings, revocation hearings, initial hearings, and fact-finding hearings to provide factual information regarding probationers' activities and status.

Coordinates placement for adult probationers in half-way houses and treatment facilities.

Performs random home searches and/or visits to ensure compliance with conditions or probation.

Prepares and mails Victims Assistance Affidavits and ensures probationers pay required fees, including fines, court costs, and restitution.

Files progress reports with the court submitted by other agencies.

Conducts presentations for local schools and organizations.

Prepares paperwork for intra/interstate transfers.

Supervises defendants placed under conditional discharge by the court.

Serves on advisory board and other community organizations.

Figures defendants' jail credit time for the courts.

Assists juvenile probation officers as needed.

Answers telephones in the office and greets office visitors, providing information and assistance, taking messages, transferring and directing persons to appropriate location, and assisting the public with complaints.

Attends training seminars, complying with Judicial Center's continuing education requirement of 12 hours per year.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate Degree in Criminal Justice, Sociology, or Psychology. Related experience preferred.

Must be at least 21 years of age.

Ability to meet all department hiring requirements, including passage a drug test.

Possession of or ability to obtain Probation Officer certification and Risk Assessment (IRAS) Certification.

Working knowledge of and ability to make practical application of local, state and federal regulations, and standard policies and procedures of the department.

Working knowledge of standard English grammar, spelling, and punctuation and ability to operate a variety of equipment, including computer, printer, typewriter, calculator, vehicle, copy and fax machine.

Ability to provide public access to, or maintain confidentiality of, department information/records according to state requirements.

Ability to comply with all employer/department personnel policies and work rules including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to completely serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing, with co-workers, other County/City departments, counseling agencies, law enforcement personnel, local school corporations, social service providers, victims, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compute, perform arithmetic operations, including figuring and determining charges.

Ability to compile, classify, analyze, and evaluate data, and take action based on data analysis.

Ability to regularly work extended hours, occasionally work weekend and/or evening hours, travel out of town for training, sometimes overnight, and respond to emergencies from off-duty status.

Ability to testify in court as required.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a variety of duties which are broad in scope and require application of sound judgment based on education, experience, and training. Daily decisions are frequently based on consideration of many variables and their potential interrelationships. Guidelines are detailed and well-established, requiring independent judgment in adapting to individual cases and situations.

### **III. RESPONSIBILITY:**

Incumbent performs duties according to standard department policies and procedures and standard practices of the profession, exercising independent judgment in determining disposition of assigned probationers. Incumbent receives general supervision and frequently makes decisions which are restricted only by organization wide policy. Incumbent's work is periodically reviewed for appropriate direction of assigned operations and compliance with legal requirements.

### **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains communication with co-workers, other County departments, counseling agencies, law enforcement personnel, local school corporations, social service providers, victims, and the public for the purpose of exchanging information and explaining policies and procedures.

Incumbent reports directly to Chief Probation Officer.

### **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and vehicle, involving driving, keyboarding, hearing sounds/communication, speaking clearly, handling/grasping objects, lifting under 25 pounds, pushing/pulling objects, bending/reaching, close/far vision, depth perception, and crouching/kneeling. Incumbent may be exposed to violent/irate individuals and may respond to situations involving potential physical harm to self or others.

Incumbent regularly works extended hours, occasionally works weekend and/or evening hours, travels out of town for training, sometimes overnight, and responds to emergencies from off-duty status.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Adult Probation Officer in the Probation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type name