

## VACANCY

CLASSIFICATION: Probation Officer

### GENERAL SUMMARY:

Under supervision of the Court Administrator, the Probation Officer investigates the background of delinquent youth to assist the Court in determining the proper disposition of each juvenile case. Additionally, this position supervises and counsels assigned juvenile probationers and attempts to eliminate or modify behavior problems.

TYPICAL DUTIES: See attached job description

MINIMUM QUALIFICATIONS: See attached job description

PAY GRADE: Grade 10.

- Starts at \$21.7821/hour;
- After 90 days \$21.9519/hour;
- After 1 year \$22.4607/hour;
- After 2 years \$23.8177/hour;
- After 3 years \$24.4962/hour;
- After 4 years \$25.1811/hour;
- After 5 years \$25.8534/hour

Employees applying for this position should submit a letter of application, references and resume to:

Tina Ojala  
Circuit Court Administrator  
319 Court Street  
Sault Ste. Marie, MI 49783

Posting Closes April 8, 2016

**CHIPPEWA COUNTY, MICHIGAN  
POSITION DESCRIPTION**

POSITION TITLE:PROBATION OFFICER II

Department: 50<sup>TH</sup> Circuit Court – Family Division

Pay Grade:

Reports To: Court Administrator

**Purpose of Position**

Under supervision of the Court Administrator, the Probation Officer II investigates the background of delinquent youth to assist the Court in determining the proper disposition of each juvenile case. Additionally, this position supervises and counsels assigned juvenile probationers and attempts to eliminate or modify behavior problems.

**Essential Duties and Responsibilities**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

Supervises, counsels, and evaluates assigned probationers, processing concerns and problems and completing appraisals; teaches social skills; support and counsels client's families; provides direction, advice, and technical expertise; conducts crisis interventions with clients/families.

Complies with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Adheres to established safety procedures; monitors work environment and use of safety equipment to ensure safety of self and others.

Schedules and conducts home investigation; schedules home, office, school, and other ancillary visits; reviews school files; reads/reviews police reports.

Serves as a liaison between clients, families, schools, and other agencies.

Processes service of Court papers.

Writes case notes, supplemental petitions, show causes, etc.; prepares dispositions, re-hearings, probation violations, closings, supplemental and review reports.

Attends hearings to establish and recommend to the Judge planned alternatives to resolve the juvenile and family behavior(s).

Arrange for placements for juveniles including foster care, shelter, secure/non-secure detentions, residential, treatment, etc.; may transport juveniles to placement or make arrangements for transportation.

Arranges for electronic monitoring device; attends tether hookup and removal.

Arranges and verifies community service; organizes and attends supervised recreational activities.

May consult with victims to determine restitution.

Assists probationers in complying with statutory requirements.

Administers drug/alcohol tests, as needed.

Reports to proper authorities suspicious of abuse and/or neglect.

Accepts and responds to crisis calls after regular hours; performs scheduled on-call duties.

May participate in other inner-agency projects, activities, and committees.

Attends inservices and other professional development training.

Promotes positive public relations; speaks to schools, social work agencies, and other community groups.

Maintains files and filing systems.

Serves as Juvenile Referee in his/her absence.

Performs other related essential duties as required.

#### **Minimum Training and Experience Required to Perform Essential Duties and Responsibilities**

Bachelor's degree in human services, law enforcement, criminal justice, or related field

plus one to two years casework or other relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

#### **Special Requirements**

A valid Michigan driver's license, Juvenile Court Training Certificate, Concealed Weapon Permit, Chemical Weapons certification MLEOTC Tactical Course, and Michigan Judicial Institute certification is required.

#### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

##### **Physical Requirements**

Ability to operate a variety of automated office machines including typewriter, calculator, copier, telephone system, fax machine, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing word processing, spreadsheet, database, Internet, and other software applications.

Ability to operate motor vehicles; ability use/utilize specialized department tools, equipment, and materials including metal detectors, handcuffs/restraints, firearms, alcohol/drug testing equipment, etc.

Ability to exert physical effort in light to moderate work involving some lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance; tasks require visual perception and discrimination; tasks may involve extended periods of time at a keyboard or workstation.

### **Mathematical Ability**

Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

### **Language Ability and Interpersonal Communication**

Ability to comprehend and correctly use a variety of informational documents including police reports, petitions, complaints, restitutions, school records, psychological evaluations, and other reports and records.

Ability to comprehend a variety of reference books and manuals including Michigan Juvenile Code Book/Family Law Book, computer handbooks/manuals, Juvenile Justice Bench Book, *Physician's Desk Reference*, and others.

Ability to prepare dispositional recommendations, case review reports, mileage logs, restitution reports, referrals, memorandum, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to make independent judgments, use common sense, and exercise sound professional judgment in all daily activities; ability to utilize the principles of influence and rational systems in the performance of tasks.

Ability to learn and understand legal, counseling, and human resource terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.

Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.

Ability to obtain proper and correct knowledge on various issues and be knowledgeable of resources available; ability to prioritize and manage pressures of multiple demands; must possess skills in problem identification and personal interaction.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a professional manner.

Ability to supervise, counsel and mediate; ability to persuade, convince, influence and train others; ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively with Judges, juveniles, parents, attorneys, counselors, social workers, mental health agencies, law enforcement personnel, school officials, other County personnel, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations.

### **Environmental Adaptability**

Ability to work effectively in an office and community environment.

Essential functions are regularly performed without exposure to adverse environmental conditions; ability to protect self and others in situations that may be violent or dealing with upset, irate, and potentially dangerous individuals.

Chippewa County, Michigan

Position Description - Probation Officer II

Position Code - 2205

*Chippewa County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*