

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Probation Officer  
**DEPARTMENT:** LaPorte County Adult Probation Department  
**WORK SCHEDULE:** As Assigned  
**JOB CATEGORY:** U-PROB (Unclassified-Probation)

**DATE WRITTEN:** May 2007

**STATUS:** Full-time

**DATE REVISED:** October 2010

**FLSA STATUS:** Non-exempt

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

Incumbent serves as Probation Officer for the LaPorte County Adult Probation Department, responsible for the supervision of adult probationers and assisting the court and its officers in the decision making process.

**DUTIES:**

Supervises and assists adult probationers consistent with court imposed probation conditions, including furnishing and explaining written statements of such conditions, monitoring probationers' compliance and monitoring probationers in programs such as Alcohol treatment, Mental Health counseling and Community Service.

Undergo training and pass certification for the Indiana Risk Assessment System and maintain certification every three years.

Conducts IRAS initial risk assessments for cases assigned for supervision and conducts reassessments as recommended in the IRAS manual.

Conducts pre-hearing interviews and pre-sentence investigations of individuals' past criminal and social histories, verifies all information and prepares and submits reports as required by law.

Maintains accurate records of all cases investigated or assigned by the court, and furnishes records and reports to the court upon request.

Assists the court, prosecutors, and law enforcement officials by making recommendations regarding the potential diversions of individuals charged with crimes to appropriate community alternatives.

Recommends to the court modifications of conditions and probation, and notifies the court of cases of probation violation and recommends legal actions.

Assists individuals on probation to obtain needed services from appropriate public or private treatment and/or welfare agencies.

Testifies before the court regarding probationer's character, attitudes and behavior, and informs the court of probationer's status regarding compliance with terms of probation.

Conducts drug testing of probationers including collecting urine sample and performing appropriate test.

Compiles and submits appropriate narrative and statistical reports of activity on monthly and annual basis as requested.

Periodically attends seminars, conferences and community service meetings to maintain awareness of new developments and techniques in the field.

Performs related duties as assigned.

#### **I. JOB REQUIREMENTS:**

Ability to meet state judicial conference minimum qualifications, including possession of a baccalaureate degree and ability to pass qualification examination.

Knowledge of the criminal justice system, including practical knowledge of the customary practices and procedures of the court and specialized knowledge and understanding of the accepted principles involved in the supervision of probationers.

Ability to effectively supervise, counsel and direct a wide range of individuals and to assist them in obtaining a variety of special services.

Practical understanding of human motivation and behavior and ability to apply such knowledge in specific situations and cases.

Working knowledge of standard office procedures and computer software programs used by the probation department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Ability to maintain accurate records and files and maintain those records through office-authorized software.

Ability to legally operate a motor vehicle.

Ability to maintain confidentiality of department information and records according to state requirements and office policy.

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

Ability to competently 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 departments, 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 understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

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

Incumbent performs duties which are broad in scope and require the application of sound judgment based upon education, experience and training. Daily decisions are frequently based upon consideration of several variables and their potential interrelationships. Judgment is necessary in interpreting individuals' past actions and in adapting standard methods or procedures to fit situations.

## **III. RESPONSIBILITY:**

Incumbent performs duties in accordance with the general policies and practices of the court(s), making frequent decisions and recommending specific actions based upon knowledge and understanding of department guidelines and goals. Supervisory review occurs to check overall soundness of decisions and adherence to court policy.

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

Incumbent maintains frequent contact with Court Judges, co-workers, probationers and their families, representatives of various public and private agencies, law enforcement officials and members of the general public for a variety of purposes, including explanation and interpretation of court orders and gaining the cooperation of individuals in situations of potential conflict and controversy.

Reports directly to Deputy Chief Probation Officer.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Probation Officer for the LaPorte County Adult 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 or Type Name