



ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Lead Probation Officer

Job Code: 8112

Pay Grade: 55

FLSA Status: Non-exempt

PURPOSE OF CLASSIFICATION:

The Lead Probation Officer will participate in the planning and developing of new officer training, coordinate the orientation of new officers, perform as a mentor to support the performance development of officers, perform duties of a probation officer and coordinate various in-service education and special projects.

ESSENTIAL FUNCTIONS:

- Acts on behalf of the Probation Unit Supervisor in the supervisor's absence or as appropriate.
- Leads and monitors the work of an assigned group of probation and/or surveillance officers. Serves as a resource for officers to resolve issues relating to assigned caseload.
- Coordinates the assignment of cases among officers with the unit supervisors and may assign new cases to officers.
- Assists the court by preparing and presenting presentence reports and pre-disposition recommendations.
- Develops, recommends, and implements training strategies and programs for probation officers, such as changing from one work function to another. Provides mentoring and performance feedback to officers during their training until the officers reach a level of competence.
- Directs and/or refers probationers and their families to community resources, such as counseling services, and treatment centers based on observation of activities, behavior and conditions of probation.
- Monitors activities of probationers by conducting visits to their homes, work sites, schools, treatment facilities and conducts legally authorized searches of person, places or belongings.
- Maintains written and electronic records of activities, observations, contacts and other relevant events and issues on each assigned probationer.
- Mediates and resolves complaints between provider agencies and clients.
- Participates on special projects and committees as assigned and leads the efforts of officers as they participate on special projects and committees.

- Provides input to the Unit Supervisor on the work performance of officers.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Requests warrants and makes the arrest of probationers when necessary.
- Appears and testifies in court as required.
- Assists supervision in the continual development of performance measures.
- Performs related duties and projects as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have the knowledge of the basics and principles of psychology and other social sciences.
- Must have knowledge of the techniques and methods of interviewing and routine investigative techniques.
- Must have some knowledge of the effects and symptoms of physical, sexual and emotional abuse and crisis intervention methods and techniques.
- Must possess skills in interviewing, counseling, observing and collecting data from probationers and other sources pertaining to probationer activities and behavior.
- Must have oral and written communication skills with the ability to present recommendations on sentencing and probationary terms in court based on investigative findings.
- Must have the ability to operate a variety of equipment necessary to perform job duties such as computers, telephones, radios, handcuffs, body armor and other equipment depending on case assignments.
- Must have the ability to communicate effectively in writing and orally with a diversity of individuals and present recommendations in court on sentencing and/or probationary terms based on investigative findings.

MINIMUM REQUIREMENTS:

- (1) A minimum age of 21 years and must be a United States citizen or have legal resident status (Supreme Court Order # 2003-92),

AND

- (2) A bachelor's degree preferably in the field of behavioral science or a related field (Supreme Court Order # 2003-92) and three years of post graduate work experience in probation as a probation officer or a higher level position.

LICENSES AND CERTIFICATES:

Must possess a valid Arizona Driver's License at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Performs work that requires good physical strength and condition to apply restraining techniques, defensive tactics, react to physical confrontations and emergency situations, may lift and carry up to 75 pounds, bend, reach, kneel, crouch, crawl and stoop when necessary.

- Read and comprehend court orders, reports, written rules, regulations, hear and understand speech and radio transmissions, and record information accurately and completely.
- Observe behaviors and situations, recall facts, work outside exposed to extreme weather conditions, and perform administrative duties in an office environment.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to a Probation Unit Supervisor. This position performs duties under general supervision and has lead responsibilities for the work over other officers in the same unit.

Date: 07/08/97

Revised: 07/01/01; 11/23/04; 01/21/05; 06/24/05; 02/01/06; 08/29/06, 10/26/07