PLEASE POST FOR ALL APPLICANTS TO READ
MACON-BIBB COUNTY GOVERNMENT

POST DATES: 07.27.2015 to Until Filled **EEOC CODE:** **CLASS CODE:**

CLASSIFICATION TITLE: Probation Officer

JOB CLASS (GRADE): **HOURLY RATE: $18.43**

WORK WEEK: Monday - Friday **WORK HOURS: 8:00 AM to 5:00 PM**

DEPARTMENT: State Court Probation

DEPT. HEAD: Amy Hartley

(X) REPLACEMENT **() NEW REQUIREMENT**

SUMMARY:

This position works under general direction and is responsible for supervising a misdemeanor probation caseload according to state/federal laws and internal policies and procedures; will have regular contact with offenders, government officials, court personnel, and other probation staff.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Informs offenders of the legal requirements of probation, including office visits, restitution payments, fine payments, and other conditions of probation.
- Performs intake on newly sentenced offenders.
- Monitors compliance/non-compliance with all conditions of probation.
- Requests a violation of probation warrant when offenders do not comply with court-ordered terms and conditions of probation in accordance with policy and procedures.
- Testifies in court proceedings as needed.
- Designs appropriate treatment plans in areas such as employment, education, health, mental health, and substance abuse by using both departmental and community resources.
- Develops specific goals and plans to prioritize, organize, and accomplish work and perform day-to-day administrative tasks such as maintaining information, files, and processing paperwork.

- Develops constructive and cooperative working relationships with others and maintains open and effective communication with supervisors, peers, and subordinates in a professional manner.
- Cooperates with representatives of law enforcement, courts, public sector, and community-based organizations in areas of mutual interest to promote public safety.
- Performs other related duties as assigned or designated by the Deputy Chief Probation Officer, Chief Probation Officer and/or Judge of State Court.

KNOWLEDGE, SKILLS, AND ABILITIES:
The Probation Officer must be knowledgeable of the following principles, procedures, and concepts.

- Knowledge of legal terminology, particularly that which is involved in State Court matters.
- Knowledge of the system of courts in the State of Georgia.
- Knowledge of basic mathematics and simple accounting or bookkeeping.
- Knowledge of Microsoft Office products and general office equipment.
- Ability to perform comfortably in a fast-paced, deadline-oriented work environment and possess excellent organizational, interpersonal, written, and verbal communication skills.
- Ability to maintain appropriate confidentiality and security of private or confidential information.
- Ability to type a minimum of 40 words per minute.
- Ability to work effectively with members of all levels within the court system and public.
- Ability to show good judgement, consistency, timeliness and respect in decision-making.
- Ability to achieve results on a timely basis.
- Ability to plan, develop, coordinate, implement, and evaluate operations and services in a community corrections arena.
- Ability to successfully execute many complex tasks simultaneously; and ability to work as a team member, as well as independently.

MINIMUM EDUCATIONI, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:
The Probation Officer should meet the following qualifications:

- Be at least 21 years of age.
- Completed a standard two-year college course of study and/or have four years of law enforcement experience as a POST certified officer
- No felony convictions
- Be a U.S. citizen.
- Participate in and successfully complete 40 hour initial training class.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator’s License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:
None.

TRAVEL:
The Probation Officer is required to travel minimally but may be required to do so on occasion.

(ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:
Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

MATHEMATICAL SKILLS:
Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:
Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service, in addition, this position requires extensive contact with other employees, in general public, and public officials, often involving problem-solving circumstances.

REASONING ABILITY:
Ability to interpret and understand a variety of forms, reports, manual, regulations, and other means of instructions and guidance.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully preform the essential functions of this job. This position requires light demands with intermittent sitting, walking, computer use, and occasional lifting weight objects.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

Please complete the General Application on our website or you can pick up an application at our office located at 682 Cherry Street, 4th floor, Macon, Georgia. Submit with resume, educational history and two letters of Professional Recommendation.

We are an Equal Opportunity Employer