

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

POST DATES: 10/28/14 to 11/05/14

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: PROBATION OFFICER

JOB CLASS (GRADE):

Hourly: \$17.50

LOCATION: State Court Probation

WORK WEEK: M – F

HOURS: 8:00 AM – 5:00 PM

DEPT. HEAD: Amy Hartley

(X) REPLACEMENT

() NEW REQUIREMENT

Job 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.

Duties and responsibilities may include, but are not limited to, the following:

1. Inform offenders of the legal requirements of probation, including office visits, restitution payments, fine payments, and other conditions of probation.
2. Performs intake on newly sentenced offenders.
3. Monitors compliance/non-compliance with all conditions of probation.
4. 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.
5. Testifies in court proceedings as needed.
6. Design appropriate treatment plans in areas such as employment, education, health, mental health, and substance abuse by using both departmental and community resources.
7. Develop 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.
8. Develop constructive and cooperative working relationships with others and maintain open and effective communication with supervisors, peers, and subordinates in a professional manner.
9. Cooperate with representatives of law enforcement, courts, public sector, and community-based organizations in areas of mutual interest to promote public safety.
10. Performs other related duties as assigned or designated by the Chief Probation Officer and/or Judge of State Court.

Minimum qualifications:

- 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 classes;
- 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;
- Proven knowledge of laws, legal codes, court procedures, precedents, government regulations, and agency policies as they relate to State Court;

- Proven knowledge of legal terminology, particularly that which is involved in State Court matters. Knowledge of the system of courts in the State of Georgia;
- Excellent organizational, interpersonal, written, and verbal communication skills; ability to perform comfortably in a fast-paced, deadline-oriented work environment
- General and basic skills in mathematics and simple accounting or bookkeeping;
- Proficiency in Microsoft Office products and general office equipment;
- Demonstrated ability to maintain appropriate confidentiality and security of private or confidential information;
- Demonstrated ability to work effectively with members of all levels within the court system and public;
- Demonstrated ability to show good judgment, consistency, timeliness and respect in decision-making;
- Demonstrated ability to achieve results on a timely basis.

Working Conditions:

1. Works in a temperature controlled office environment;
2. Minimum travel;
3. High activity, multiple deadlines, constant interruptions;
4. High visibility of behavior;
5. Moderate physical activity (lifting, stretching, bending, standing).

Comments: Please submit a completed application along with supporting documents (current resume, education credentials and professional reference letters) to:

Macon-Bibb County Government
Human Resources
682 Cherry Street, Suite 400
Macon, GA 31201

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER