

PROBATION/PAROLE OFFICER II

GENERAL STATEMENT OF DUTIES:

Under general supervision, performs moderate to difficult professional casework involving adult offenders on pretrial, presentence, probation, parole or work release status. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

The essential nature of the work is to provide structured services to individuals referred for investigation or placed under the Department's supervision. A Probation/Parole Officer II is assigned a great variety of cases and must investigate and report findings and recommendations in clear and concise statements concerning persons assigned to field or residential supervision. A Probation/Parole Officer identifies offender needs and problems through various intake and counseling techniques and devises a plan for the offender to successfully complete the course of supervision. The work environment of a Probation/Parole Officer may vary, requiring flexibility in carrying out specific job requirements.

EXAMPLES OF WORK: (illustrative only)

Prepares and presents accurate written and oral reports on offenders for the Courts, Parole Board, Administrative Hearings, In-house Staffings, and outside agencies in compliance with established deadlines. Such reports may include presentence, probation/parole violation reports, or reports for modification and/or revocation of supervision.

Effectively communicates with offenders explaining conditions of supervision, legal terms, legal documents, policies and procedures, etc., in a clear and understandable manner.

Interviews offenders, reviews documentation and makes referrals to community resources for the purpose of obtaining information which will assist in identifying treatment needs and developing effective intervention strategies targeted at reducing recidivism. This may include conducting client management classification or other criminogenic needs assessments, as well as reviewing pre-sentence investigations, psychological/psychiatric reports, substance abuse evaluations, family history, work history, educational background, criminal history, etc.

Formulates and negotiates a case plan with offenders designed to address identified treatment needs. Determines staff and community resources available to address those needs and makes referrals as appropriate. Closely monitors and evaluates case plan progress and involvement. Amends case plan as necessary.

Conducts individual counseling with offenders in areas such as: education, employment skills/problems, personal problem resolution and family related issues. Mediates crisis incidents in family, job or domestic situations. May facilitate or co-facilitate group counseling in specialized areas such as sex offenders, substance abuse, youthful offenders, cognitive restructuring, domestic abuse, etc.

Maintains a case file for each offender verifying that the necessary documentation is contained and accurate. Documents offender-related contacts in files and strictly adheres to department policy and the Iowa Code as they relate to the confidentiality of records.

Regularly communicates observations and perceptions with co-workers, supervisors, and referral agencies to enhance an effective team approach.

Consistently enforces procedures and monitors offender behavior to ensure compliance with supervision. Confronts offenders for rule violations or inappropriate behavior in an assertive, constructive and fair manner while maintaining a reasonable balance between treatment and punitive actions.

Supervises and coordinates offender financial matters. Assists with budget planning and ensures compliance with the Iowa Code in making payments for residential facility rent, restitution, enrollment fees, and other financial obligations.

Recognizes and responds to potentially dangerous acting out utilizing good verbal de-escalation skills and, if warranted, using the least amount of force necessary to gain control of the situation. Approaches situations with the safety of all involved as the primary objective.

Assesses/identifies alcohol/drug use and conducts urinalysis/breathalyzer tests.

Regularly uses general office equipment, to include computers, fax machines, copy machines, and the telephone.

On a regular basis, will enter or revise data in the statewide Management Information System.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to organize and prioritize a voluminous and demanding workload in compliance with established deadlines.

Professional knowledge of casework and counseling theories and techniques as they relate to human behavior.

Ability to accurately and succinctly write descriptions of human behavior in English using proper grammar, correct spelling and sentence structure.

Ability to read, understand, and apply the Iowa Code and Departmental policies to a variety of situations.

Ability to use effective interpersonal skills in dealing with offenders, co-workers and the public.

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KNOWLEDGES, SKILLS, AND ABILITIES (Cont'd)

Ability to relate effectively and with sensitivity to people of a different gender, culture or ethnic group.

Ability to negotiate with and elicit acceptable behavior from offenders while assisting them consistent with policy.

Ability to assert one's self in dealing with others while retaining composure under pressure and remaining objective.

Ability to solve problems exercising good judgment in a variety of situations.

REQUIRED EXPERIENCE AND TRAINING:

Graduation from a four year accredited college or university; or

Two years of college and two years of human services/criminal justice experience; or

Satisfactory completion of 18 months as a Probation/Parole Officer I in a district or a similar position in another jurisdiction or agency.

SPECIAL REQUIREMENTS:

Must satisfactorily complete required pre-employment testing and background investigation, including criminal history data.

Barring reasonable accommodation under the Americans With Disabilities Act, employees must possess or have the ability to obtain a valid driver's license, and the ability to be insured under the district's auto insurance coverage.

Must adhere to the use of universal precautions in the performance of job duties in order to minimize the potential risk for exposure to bloodborne pathogens.

SELECTIVE REQUIREMENTS:

May be required to satisfactorily complete LSI training, based on assigned job duties.

For certain positions that work in specialized units, as determined by the Employer, one or more of the following may be required:

- Ability to satisfactorily complete a background investigation;
- Ability to obtain a weapons permit and to carry a weapon on duty;
- Ability to satisfactorily complete training at the Iowa Law Enforcement Academy or a similar training institution approved by the Employer.

ESSENTIAL FUNCTIONS:

Ability to communicate with the offender population, criminal justice and related agency staff and other involved parties in individual and group settings.

Ability to establish a case file; review and document observations, assessments and other related information in offender case files within specified time frames.

Ability to comprehend critical information and complex issues to make decisions within established policy guidelines, time frames and legal parameters.

Ability to assess offender characteristics and circumstances and organize internal as well as external resources to address offender risk management and treatment plans.

Ability to travel to various work sites and participate in work activities such as training, Court/Administrative hearings, and other related community functions.

Ability to utilize available technology in the performance of job duties.

Adopted March 1, 1987
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Approved	Date
<i>Merric J. Murray, Human Resources Director</i>	<i>8/6/02</i>