



CLASSIFICATION NO. 482

Revised: 12/84, 2/18

Retitled: 1/79

FLSA: Non-Exempt

EEO: 4

PROBATION AND PAROLE OFFICER 2

CLASS CHARACTERISTICS

Under general supervision, to prepare written reports, recommendations, and perform professional probation and parole casework in the investigation, counseling, adjustment, rehabilitation, and reintegration of adult offenders to include the exercise of limited peace officer powers; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Community Corrections provides a full-service program to adult offenders including pre-sentence investigations, diversion supervision, support services, probation and parole supervision, and a residential treatment facility.

Probation and Parole Officer 2 (PPO2) is the fully experienced and certified level in the series. Assignments are performed with only initial orientation and a general review of findings and recommendations provided by a Community Corrections Supervisor.

PPO2 differs from the PPO1, the entry-level classification, by the experience and training required, and the nature of supervision received. The PPO2 also differs from the Community Corrections Supervisor which has program oversight and technical/functional supervisory responsibilities.

TYPICAL TASKS

Duties may include but are not limited to:

1. Conducts interviews with clients to determine personal needs; formulates appropriate programs for each case to aid in client rehabilitation and maintains chronological case histories.
2. Conducts probation and parole pre-sentence investigations, intake interviews, and supervises diversion and community service cases.
3. Conducts follow-up interviews and investigates home conditions, personal adjustments, environment and other factors involved in making court reports for clients on probation and parole.
4. Under immediate supervision, makes arrests, searches and seizures, transports prisoners, and does necessary follow-up and coordination of such activities with law enforcement agencies.

5. Interacts with collateral sources such as spouse, family, employers, and others familiar with facts relating to individual cases for assistance with investigation and implementation of appropriate probation/parole treatment plans in the case of each adult offender.
6. Interacts regularly with parole boards, as well as municipal, district, and circuit courts in both oral and written manner when testifying at hearings and when presenting facts and evaluations regarding client progress.
7. Confers with supervisor, other agencies, schools, churches, public health agencies, law enforcement agencies, businesses, and others relative to individual cases in both referral and development capacities to outline and implement treatment and care programs.
8. Prepares and dictates written reports and is responsible for compilation and interpretation of a wide range of statistical and evaluative information regarding caseload.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Concepts and principles of human behavior and adjustment problems in adult offenders; basic concepts and principles of social and correctional case and group work; motivational interviewing and principles of behavioral change; criminal laws and criminal justice system; availability of community and contract resources; departmental policies and procedures; case load management; parole board procedures; legal aspects of probation and parole; liability involved with exercise of limited peace officer powers; search and seizure; control of contraband; arrest procedures; self-defense; techniques of surveillance.

Skill to: Effectively investigate background of offenders, communicate effectively, both orally and in writing to offenders and the courts; make recommendations regarding disposition of misdemeanor and felony cases; supervise adults placed on probation and parole and provide counseling and guidance while enforcing conditions mandated by the court and approved rehabilitation programs; motivate offenders to participate in and successfully complete programming; individually assess problems and take appropriate courses of action to prevent potential delinquencies; keep accurate and timely records; correctly determine appropriate time and procedures for exercise of law enforcement powers; establish and maintain effective working relationships.

WORKING CONDITIONS

Requires limited standing or walking in locations throughout the community (e.g. offenders' residence, place of employment, jail, work release facility, treatment programs/facilities, etc.); occasional interaction with clients involves physical contact and exposure to hostile attitudes.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Must possess Basic Certification for Probation and Parole Officer from Department of Public Safety Standards and Training (DPSST).

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment and psychological evaluation. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

The following are required within three months of hire:

- Law Enforcement Data System (LEDS) certification.
- Valid First Aid/CPR Certification.

OTHER INFORMATION

The Probation and Parole Officer 2 (PPO2) is part of a promotional career path. Incumbents within the Probation and Parole Officer 1 classification may be promoted to the PPO2 classification upon completion of the approved training and development plan. Possession of the required knowledge, skills, abilities and certification at the higher level must be documented in an approved promotional appraisal form.

Edited: 12/23