

## **Grant County Position Description**

**Position Title:** Adult Probation Officer

**Department:** Probation

**Reports To:** Chief Probation Officer  
**Revised 10/06, 8/1/18**

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### **Purpose of Position**

Under occasional supervision, performs a variety of duties monitoring, counseling, investigating, and maintaining accurate files on probationers and providing assistance and following direction of supervisors and the Judges of Grant County.

### **Essential Duties and Responsibilities**

***The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

- \* Assess and addresses risk, needs and responsivity
- \* Prepares Pre-Sentence investigation reports.
- \* Prepares case plans with targeted interventions.
- \* Uses motivational interviewing skills (Miller, Rollinick) and “Stages of Change” theory (Prochaska,Declementi) in interactions with offenders.
- \* Uses Carey Bits/Guides and other assignments to teach and practice skills
- \* Models appropriate communication skills and behavior.
- \* Monitors activities of clients, making periodic checks of clients' activities and progress including home and office visits, as directed.
- \* Uses incentives and sanctions to reinforce desired behavior.
- \* Plans interventions for clients to engage them in ongoing community supports.
- \* Organizes, creates, and mails information to treatment providers.

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- \* Receives, evaluates, and responds to progress notes from treatment.
- \* Performs crisis intervention, as needed; counsels probationers regarding minor personal problems and makes referrals to other agencies, if needed.
- \* Attends Court sessions and testifies as needed; submits proper Court filings.
- \* Follows orders of the Court.
- \* Investigates, files, and maintains records of probation violations.
- \* Maintains accurate and complete statistical records; enters and maintains information in computer on each assigned probationer.
- \* Completes criminal records checks, as needed.
- \* Takes urine screens, as necessary.
- \* Transfers intrastate and interstate probation supervisions, as needed.
- \* Consults, communicates, and corresponds with other Courts, probation departments, staff, attorneys, clients' family members, employers of clients, law enforcement agencies, etc.
- \* Receives and investigates complaints from public on assigned probationers.
- \* Monitors payment of restitution as Court ordered.
- \* Initiates discharge and closes case files as probation requirements are completed on each assigned probationer.
- \* Attends staff and training meetings.
- \* Participates in processes to provide and receive feedback on performance measures.
- \* Trains and supervises the work of intern students.
- \* Performs all assigned duties in an ethical and professional manner as detailed in Indiana's Judicial Code of Conduct.
- \* Performs other related essential duties as required.

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**Minimum Training and Experience Required to Perform Essential Duties and Responsibilities**

Bachelor's degree in Social Work, Criminal Justice, or related field.

**Special Requirements**

Probation Officer certification.  
Shall possess valid Indiana driver's license.  
Shall be twenty-one (21) years of age or older.  
See attached page for Professional Status.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements**

- \* Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, dictation equipment, telephone system, etc.
- \* Ability to operate a breathalyzer.
- \* Ability to physically exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- \* Ability to lift and/or carry weights of ten to twenty pounds.
- \* Sedentary work involves sitting most of the time, but may involve walking, standing, kneeling, stooping, or reaching for brief periods of time.

**Mathematical Ability**

- \* Ability to add, subtract, multiply, divide, calculate decimals and percentages, and use descriptive statistics.

**Language Ability and Interpersonal Communication**

- \* Ability to comprehend and correctly use a variety of informational documents including criminal records, arrest rosters, psychological reports, medical reports, police reports, Prosecutor reports, urinalysis reports, intoxilyzer slips, and other reports and records.

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- \* Ability to comprehend a variety of reference books and manuals including Indiana Criminal/Penal Code, maps, State Probation Directory, Probation Officer's Handbook, the DSM III-R, Osborne's Continuum, etc.
- \* Ability to prepare Pre-Sentence investigation reports, probation violations, assessment forms, transfer forms, referral sheets, urinalysis forms, Conditions of Probation, Court documents, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- \* Ability to record and deliver information, to explain procedure, maintain confidentiality of restricted information, and to follow instructions.
- \* Ability to communicate through alternative forms of communication when dealing with hearing impaired or non-English speaking clients.
- \* Ability to use and interpret legal, counseling, computer, and "street slang" terminology and language.
- \* Ability to perceive and discriminate colors, sounds, tastes, and odors.
- \* Knowledge of legal procedures and requirements as they relate to probation.
- \* Knowledge of addiction counseling techniques.
- \* Ability to use independent judgment, common sense, and principles of influence, synthesis functions, and conceptual thinking in the performance of tasks.
- \* Ability to communicate effectively with probationers, Judges, attorneys, law enforcement personnel, outside agency personnel, treatment providers, Court personnel, Prosecutor, supervisor, clerical staff, other counties' Probation Officers, other Grant County personnel, and the general public verbally and in writing.

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### **Environmental Adaptability**

- \* Ability to work effectively in an office environment.
- \* Ability to handle the high degree of stress and potential danger associated with working in an environment with clientele having a known history of violence, substance abuse, hostile behavior, etc.

**Grant County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**