

Job Title: Assistant Probation Officer

Grade 9 – NE

Location:

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Major Duties:

This is a highly responsible paraprofessional position under the direct supervision of the Chief Probation Officer or designee. Work includes the supervision, case planning and/or monitoring of offenders at high risk to reoffend, including recreational, home, educational, treatment and community activities. The person in this position must maintain a high level of ethics and serve as a role model for offenders. Work includes support and services to Community-Based Intervention (CBI) probation officers in a wide range of areas, including supervision of persons on probation and preparation of investigative reports. This person will be involved in supervising high-risk offenders under the direction of a probation officer. In exceptional circumstances, an assistant probation officer may work with high-risk Community-Based Resource (CBR) offenders as directed by the Chief Probation Officer and approved by the Probation Administration. Perform assigned tasks as required.

Assignment of this position within a district is at the Probation Administration's discretion and contingent upon the unique needs of the district.

Typical Examples of Work Performed: As directed by the supervising CBI probation officer, the Assistant Probation Officer may: (A person in this position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Attend court hearings, as directed.

Assist offenders in locating, applying for, and retaining employment.

Assist officers in performing probation investigations of all types.

Assist officers in the supervision of high-risk offenders.

Be involved in the co-facilitation of group sessions.

Assist and/or accompany probation officers in field supervision contacts.

Coordinate/contact for contractual services.

Handle offender low-profile emergencies in the officer's absence, with consent and authority of the probation officer.

Maintain contact with community resources and transfer appropriate information to officers.

Assist officers in obtaining case, background, victim impact and other collateral information, including, but not limited to: personal contact with 12-step program sponsors, family members, educators and employers.

Assistant Probation Officer (cont.):

Complete accurate and timely paperwork using detailed documentation and communication in coordination with the supervising probation officer.

Assist probation officer in gaining case information as directed.

Perform curfew checks / face-to-face contact / drug testing.

Oversee and/or assist in setting up community service and/or restitution.

Assist offenders in program completion and skill development.

Meet all training requirements in a timely manner.

Assist in providing the necessary information to the court regarding violations of supervision.

Conduct records checks on various automated systems, including NPACS, CJIS, and JUSTICE.

Be familiar with the Standardized Model and able to administer the SSI and the SRARF, as well as compile and send the required information to Registered Providers.

Report all hazardous incidents encountered in the course of duty to the supervisor, the Chief Probation Officer, and/or the court.

Engage offenders in obtaining background and collateral information.

Enter offender data and case notes into NPACS.

Generate reports needed for staff meetings, being sure that all data needed for such reports has been collected and entered into NPACS.

Maintain appointment schedules and prepare chronological case notes on offenders.

Work closely with court personnel, referral agencies and other staff.

May assist in preparing investigative reports and alleged probation violations as directed.

Administer offender assessments.

Arrange and conduct alcohol and drug testing on offenders.

Assist with necessary computer set-up information, monitor database information for accuracy, and alert staff regarding releases, extensions, violations, or terminations.

Assistant Probation Officer (cont.):

Prepare correspondence as required, utilizing form letters, dictated materials, or own writing as directed.

Perform all other duties as assigned by supervising officer or Chief Probation Officer or designee.

Knowledge, Abilities and Skills Required on the Job:

Ability to learn computer and technological applications utilized by the Nebraska Probation System and develop a working knowledge of each.

Knowledge of the justice system and knowledge of risk factors that contribute to offending behavior.

Ability to learn NPACS, CJIS, JUSTICE procedures and use of each.

Ability to learn new approaches to probation investigation and supervision.

Knowledge of the community and of its resources.

Ability to meet recurring deadlines.

Ability to communicate, understand and follow oral and written instructions.

Ability to effectively organize time, set priorities, and work under stressful conditions.

Knowledge of modern office practices, procedures, systems, and equipment, including the internet and e-mail.

Knowledge of Microsoft Office applications.

Ability to compose routine and technical letters and memoranda.

Ability to operate a keyboard.

Establish and maintain effective working relationships with criminal justice personnel, probation participants and their counsel.

Knowledge of legal terminology and general court procedures.

Assistant Probation Officer (cont.):

Qualifications for the Job:

An associate's degree from an accredited 2-year college or 63 hours of course work from an accredited 4-year college; knowledge of the criminal justice system; a bachelor's degree from an accredited 4-year college and probation-related experience preferred, or any equivalent combination of education and experience that provides the knowledge, abilities and skills. All educational credits must be granted from an accreditation institution approved by the U.S. Dept. of Education.

Working Conditions:

Some travel may be required.  
Sitting behind a computer for extended periods of time.  
Lifting heavy items may be required.

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~~Approved August 29, 2007~~ — Revised January 6, 2011 -- Approved January 12, 2011