

**52-3 District Court
Job Announcement
PROBATION OFFICER I - Full Time
Salary range \$43,232 – \$56,280
Closing date: September 20, 2019 - 4:30 p.m.**

General Summary:

Under direct supervision, interviews, investigates, and evaluates personal and criminal history of individuals convicted by the District Court of misdemeanor crimes. Prepares presentence investigations and substance abuse evaluations for sentencing to the court, which includes a treatment plan, and a recommendation for sentencing. Supervises a caseload of misdemeanor offenders to ensure compliance, and enforces the terms and conditions of the probation order.

Duties and Responsibilities:

This is a general list of duties, not inclusive of all job tasks.

- Manage a caseload of offenders that report monthly, closely monitoring their compliance while maintaining detailed case records, and reporting any violations to the court.
- Make referrals and collaborate with local community service and licensed therapeutic agencies, assisting probationers regarding substance abuse, mental health, employment and/or educational needs.
- Conduct weekly presentence investigations (PSI) and substance abuse evaluations (SAE), and makes recommendations for treatment and sentence.
- Prepare motion and summons regarding probation violations, generating any amendments and completes a court conference report for each petition.
- Attend court proceedings, providing accurate testimony when necessary.
- Utilize current county-wide and/or department-specific software to complete assignments while honoring ethical guidelines of confidentiality, laws, and rules.
- Performs other assigned duties while reflecting a high degree of professionalism.

Desired Qualifications:

- Bachelor's degree required with major course work in criminal justice, psychology, sociology, social work, or a related field.
- Knowledge of issues relating to substance abuse and addiction.
- Prior experience managing a caseload of offenders and writing PSI/SAE reports.
- Strong writing, computer, and time management skills are required.

Please submit resume and cover letter by e-mail to:
Amy Luce, Court Administrator, lucea@oakgov.com