NEW 23 DEC 1981

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Probation Officer 1	CODE: 01111
	MAJOR AGENCIES: County Probation	JURISDICTION: County

FUNCTION: Under general supervision from probation officer supervisor, assistant chief or chief probation officer, investigates background of current or previous criminal offenders & writes related reports &/or monitors activities/behavior of assigned clients, attends &/or testifies in court hearings, performs research, special investigations &/or court related activities, represents department in public relations &/or liaison activities &/or writes correspondence, performs clerical &/or intake/reception activities & attends &/or conducts meetings, seminars, workshops &/or serves on committees; may act as alcoholism counselor or handle specialized caseload of mentally retarded/developmentally disabled clients; may monitor work of clerical personnel or students or volunteers; may act as polygraph examiner;

·PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	61-67	Investigates background of current or previous criminal offenders through reviewing court orders &/or pre-interview forms, interviewing criminal offenders, probationers &/or ex-probationers to obtain information for court reports, contacting &/or meeting with victims of criminal acts to exchange information regarding probationers &/or to write victim impact statement, contacting references to obtain or verify information, contacting &/or meeting with insurance companies &/or government agency representatives to exchange information regarding damages & restitution, operating video display terminals to locate &/or verify criminal records, researching legal documentation such as police reports & criminal or traffic records to verify information regarding investigations, compiles information, writes investigative reports (e.g., post sentence, capias) & analyzes & assesses investigative information to formulate disposition recommendations (e.g., rules & conditions of probation bond amounts) for judges &/or assists in monitoring or monitors activities &/or behavior of assigned juvenile or adult clients (e.g., develops case plan for rehabilitation &/or treatment of clients & explains rules & conditions of probation with clients; develops &/or modifies payment plans of restitution, court costs, fines &/or child support for clients; collects & records restitution payments & reviews &/or maintains receipts for same; refers clients to social service agencies depending upon needs & assists in obtaining food, clothing &/or	Knowledge of (1) probation work methods & philosophies*, (2) social work or social & behavioral sciences, (3) alcohol & drug abuse & treatment*, (4) interviewing, (5) counseling, (6) available community resources*, (7) legal process*, (8) public relations*, (9) law*, (10) budgeting & financial accountability*, (11) departmental operating policies & procedures*; skill in (12) operation of video display terminal*, (13) use of firearms*, (14) use of urinalysis equipment*; ability to (15) define problems, collect data, establish facts & draw valid conclusions, (16) read & interpret variety of technical materials, (17) prepare meaningful, accurate & concise records, forms & reports concerning data, people or things, case histories & correspondence, (18) cooperate with co-workers on group projects, (19) handle routine & sensitive telephone & face-to-face contacts & inquiries with public, law en- *Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
Requires travel; may be exposed to clients displaying erratic &/or combative behavior; on-call 7 days per week, 24 hours per day.	Completion of major program core coursework in criminal justice/criminology or social work, or law enforcement or behavioral & social sciences (e.g., psychology, sociology) as required by two-year technical school & 6 mos. exp. in working with juveniles or adults, or completion of	May be required to obtain alcoholism counselor certificate or polygraph examiner certificate.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		shelter; arranges work release employment or community service work & monitors work attendance; visits or calls work sites &/or homes; visits bars, night clubs &/or pool rooms; arrests &/or assists law enforcement officials in arrest of probation violators; escorts &/or transports prisoners or probationers; obtains urine samples from clients & sends to laboratory for testing or operates urinalysis machine to determine drug or alcohol content of clients; evaluates chemical dependency problems of clients & recommends treatment plans) & prepares & maintains records & reports related to caseload.	forcement officials, judges, attorneys, community resource representatives & government officials, (20) establish & maintain good rapport with clients & their families.
2	12-18	Recommends issuance or issues warrants for arrest of probation violators; attends court hearings to observe or testify or represent department; interprets court orders &/or preceedings for client; files legal documents against probationers; contacts &/or meets with attorneys &/or judges to discuss probation cases; investigates special situations (e.g., jail conditions, client response to law changes) for judge &/or home & family situations to recommend child custody & visitation rights in divorce settlement hearings; testifies at state legislative committee or sub-committee hearings; acts as language interpreter among defendants, witnesses, judges & attorneys; performs bailiff or other court related duties; performs assignment commissioner duties (e.g., locates attorneys for defendants, schedules court time, supervises mailing of trial notices); reviews & interprets judicial cases regarding probation laws; researches & compares data (e.g., wages, procedures, insurance policies) for assignment & applicability for department; reviews probation, management &/or legal resource materials (e.g., books, magazines).	Knowledge of 1*, 2, 4, 5, 6*, 7*, 8*, 9*, 11*, skill in 13*; ability to 15, 16, 17, 18, 19, 20.

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undergraduate major program core requirements in criminal justice/criminology or social work or behavioral & social sciences (e.g., psychology, sociology) as required by university or 4-yr. college; 1 course in counseling (or 1 mo. exp.); 1 course in interviewing (or 1 mo. exp.); or equivalent. Valid Driver's License. In addition to preceding, if working with mentally retarded offenders, must also have 1 course in attributes of mentally retarded & diagnosis & treatment of social, personal &/or educational problems of persons so labeled (or 3 mos. exp. in working with mentally retarded juveniles or adults).

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MAJOR AGENCIES: County Probation

JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	1-7	Represents department with general public, consultants, organizations, schools, government officials &/or probation, parole &/or prison representatives &/or media to maintain favorable public relations, to coordinate activities, to provide &/or exchange information, to explain program operations, to answer inquiries &/or to respond to complaints; contacts &/or meets with landlords, salespersons &/or maintenance service representatives to arrange for maintenance, purchases &/or solution to probation department building problems; writes correspondence or prepares same for higher-level authorities; compiles & writes department newsletter.	Knowledge of 1*, 2, 7*, 8*, 9*, 11*; ability to 15, 16, 17, 18, 19, 20.
4	7-13	Performs clerical &/or intake/reception activities (e.g., dictates reports or correspondence; distributes probation cases to state or county investigators; types; files; operates video display terminal; greets visitors, explains form preparation; refers clients to officers; edits computer printouts & corrects errors/problems via computer terminal; proofreads reports or correspondence & corrects errors; reviews in-house records & transfers paperwork to appropriate personnel).	Knowledge of 1*, 8*, 11*; skill in 12*, (21) typing & use of copier equipment*; ability to 15, 16, 18, 19.
5	3-10	Attends &/or conducts meetings, seminars, workshops &/or serves on committees.	Knowledge of 1*, 6*, 8*, 10*, 11*; ability to 15, 16, 17, 18, 19.

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UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

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