



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Local Probation Officer	DEPARTMENT: Blue Ridge Court Services
IMMEDIATE SUPERVISOR: Probation Manager	GRADE/RANK: 13
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

The local probation officer reports directly to the Probation Manager at Blue Ridge Court Services and provides an array of local probation services for the Courts of Staunton, Waynesboro, Lexington, Buena Vista and the Counties of Augusta, Rockbridge and Highland. The primary responsibilities of this position will be the intake, monitoring and supervision of offenders referred to Blue Ridge Court Services for local probation supervision under the authority of the Comprehensive Community Corrections Act.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Interviews offenders upon referral, and performs all intake procedures on offenders referred to local probation supervision;
- Assesses offender's needs, and makes appropriate referrals and recommendations for treatment and rehabilitative services;
- Meets with offenders in the office, and in the community, as required by standard operating procedures;
- Monitors and documents offender compliance with the behavioral contract;

- Maintains client files in compliance with the Department of Criminal Justice Services minimum standards;
- Participates in conferences with counselors, probation officers, program directors, and others as necessary to ensure implementation of the behavioral contract;
- Evaluates the offenders progress on a follow-up basis;
- Collects mandated fees, court costs, and restitution; Provides receipts and disbursements in accordance with standard operating procedures;
- Participates in staff meetings, staff training, and development programs as assigned;
- Collects, tabulates, and reports monthly statistics as required by the Department of Criminal Justice Services;
- Is responsible for the maintenance of defendant files and computer database management system for the probation program in collaboration with the Probation Manager;
- Adapts, modifies, and changes in accordance with “best practices” as they are implemented with Blue Ridge Court Services;
- Treats all people with respect, and displays a professional demeanor that is conducive to motivating the offenders to change;
- Shares responsibility with all staff for the successful operation of Blue Ridge Court Services;
- Represents Blue Ridge Court Services positively in public at all times and;
- Performs all related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Possesses specific knowledge of community corrections and evidence-based practices and a general knowledge of the criminal justice system, pretrial, probation law enforcement, etc. Also possesses a general knowledge of human behavior, social science and rehabilitative techniques and objectives. Has the ability to establish and maintain positive working relationships with the courts, legal, law enforcement, clients, victims, families, and the general public. Is able to establish and maintain positive and collaborative working relationships with coworkers, administrative and management staff. Can communicate effectively both orally in writing. Possesses the ability to learn and apply new techniques and skills as trained as well as the ability to utilize a computer, email, word processing and database management systems. Possesses the ability to train/coach/mentor junior staff with the department to convey knowledge and build skills.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of experience equivalent to graduation from an accredited four-year college or university with major course work in criminal justice, sociology, psychology, social work, counseling or a related field. Demonstrated knowledge base of community corrections. Must have a minimum one year of experience in community corrections. Demonstrates a willingness and ability to accept more responsibility and duties. Ability to share some responsibility for departmental goals and duties with the Assistant Director and the Director.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license. Possession of or ability to acquire VCIN/NCIC certification. Possess means of transportation to meet the necessary job requirements. Must meet and maintain minimum qualifications for the position established by BRCS and the Commonwealth of Virginia.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work involves risk to personal safety due to close contact with the offender population in a community corrections setting. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. This is primarily sedentary work requiring the ability to type and operate a computer. Vocal communication and the ability to convey information and or detailed instructions accurately, loudly, and quickly is required. Hearing is required to perceive information at normal spoken word level. Visual acuity is necessary to analyze written or computer data and to observe general surroundings.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Not applicable.

EXAMPLES OF EXPECTED DECISION MAKING:

Not applicable.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Local Probation Officer will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Blue Ridge Court Services and Chief Human Resources Officer

Revised Date: 2019