



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: Adult/Juvenile Probation Officer
Reports to: Director of Probation & Parole Services

Status: Full-time, Non-Exempt

Pay Scale/Grade/Salary: As per Collective Bargaining Agreement and approved by Salary Board

JOB SUMMARY:

An employee in this class investigates, advises, and counsels individuals on probation or parole to foster their personal, social, and economic adjustment in the community. Work involves the counseling and supervision of individuals on probation or parole, completion of pre-sentence investigation reports and investigations of pre-parole plans. There is a wide variety of contacts with agencies, parolees and assisting in developing useful and effective rehabilitation plans. There is an element of physical danger in working with clients especially probation or parole violators. Although the work is regulated by law and well-defined procedures, the employee is required in emergencies, to make decisions directly affecting the public safety and the personal liberties of individuals. This employee reports directly to the Director of Probation/Parole Services (Chief Probation Officer).

ESSENTIAL FUNCTIONS OF THE JOB: (Illustrative Only)

- Supervises clients, investigating their activities to ascertain whether they are violating probation/parole regulations, and providing counseling and other services to help them in their personal, social, and economic adjustment in the community.
- Maintains contact with families, friends, employers, clergy, and other persons concerned with aiding clients in their adjustment to the community.
- Conducts investigations to determine if pre-parole plans are satisfactory.
- Makes or assists in making arrests, prepares, or assists in preparing arrest reports.
- Prepares regular report of activities and contacts completed.
- Conducts pre-sentence investigations and prepares special reports as required.
- Maintains regular contacts with probationers and parolees both in the office setting and conducting field work.
- Properly and safely handle various weapons, dangerous drugs, paraphernalia, and various other hazards that may be encountered on the job
- Must be flexible to work non-traditional hours which, at times, include evenings, nights, weekends, and holidays.
- Willingness to be “on call” on a rotating basis and be available to other law enforcements agencies as emergency needs arise during non-traditional hours.
- Attend and complete annual training sessions as scheduled.
- conduct urinalysis and breath screening to detect possible use/abuse of alcohol and/or controlled substances by clients.
- Compiles information and is prepared to testify at violation hearings.
- Keep updated on client’s payment status and enforces such.
- Interviews victims for restitution information and acts as a liaison between the victim and the clients; and
- Completes all other tasks as assigned by the Chief/Director of Probation/Parole Services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, methods and practices of investigations, supervision and reporting in probation and parole work.
- Knowledge of the modern principles of criminology and penology.
- Knowledge of individual and group behavior with special emphasis on behavior deviations of persons who have been involved in delinquent or criminal activities; knowledge of community, social and economic resources, with emphasis on factors relating to crime and delinquency.
- Knowledge of casework principles and practices.
- The ability to work effectively with disturbed and maladjusted individuals in an authoritative setting; ability to make clear and pertinent statements, orally and in writing, and to prepare clear and concise reports.
- Ability to establish and maintain effective working relationships with individuals, other agencies, institutions, and the public.
- Must be in good physical condition.
- Must have a valid PA driver's license.
- Criminal history must be free of any felony and/or misdemeanor convictions.
- Attend a minimum of forty (40) hours training annually to include all training required to maintain agency issued weapons and restraints. This may exceed the 40 hour minimum
- Qualify with and maintain an agency issued firearm and intermediate weapons to include Taser, pepper spray, baton, and restraints.

MATERIAL AND EQUIPMENT USED:

- Miscellaneous office automation equipment, i.e. Fax, phone, copier, etc.

LICENSE (S) AND CERTIFICATE (S):

- A bachelor's degree from an accredited college or university in Administration of Justice or a closely related field is preferred, or equivalent combination of education and experience.
- Required to pass a psychological evaluation, background check, child abuse clearances, PSP, CLEAN, and driving record.
- Academy Training

PHYSICAL ABILITIES:

- Sit for extended periods, keyboard, write, hear and speak;
- Stand frequently for extended periods.
- Bend, kneel, stoop, run or restrain uncooperative individuals.
- Lift in excess of 100 pounds; and
- Work in excess of 8 hours during times of emergencies. Minimum shift requirements, disturbances, etc.
- Must pass basic academy training with both strong physical and mental attributes to maintain employment.

SPECIAL NEEDS

Must have a valid driver's license and be able to travel if required to attend meetings and seminars.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act. Due to the nature of this work no light duty post are available.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, should be considered.

**The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description

Received by: Signed: _____ Date: _____

Print name: _____

Revised: January 2024