

Probation Officer

Job Code: JD03837

Location: Steamboat Springs, CO

Department: 14th Judicial District Probation Department

Posted: 04/11/2024

Closes: 06/30/2024

Position Number: 54613

FTE Level: 1.0

Apply at:

<https://coloradojudicial.recruitmentplatform.com/details.html?jobId=6003&jobTitle=Probation%20Officer%20-%20Routt%20County>

POSITION INFORMATION

Job Code: R58000

Full Time Salary Range: \$4,463.00 - \$8,065.00

FLSA Status: Non-exempt

Click [here](#) for information on employee benefits:

<https://www.courts.state.co.us/Careers/Benefits.cfm>

This posting may be used to create a Talent Pool. Talent Pools may be used for a period of 10 months after the closing date on a job posting.

MISSION STATEMENT

The Judicial Department works to provide equal access to justice, contribute to public safety, and strengthen the rule of law across Colorado. Together our courts and probation departments are committed to impartial and timely dispute resolution; support for families, litigants, and victims; client rehabilitation; and meaningful community engagement.

STATEMENT OF DUTIES

General Statement Of Duties:

Monitors, supervises and/or provides investigatory work of offenders ordered to probation in the Colorado Judicial Department.

Distinguishing Factors:

The Probation Officer classification is distinguished from other classifications by investigating, monitoring and or supervising various levels and types of offenders court ordered to probation.

Initially the officer will provide entry level probation officer work. Employees perform under close supervision and spend a considerable amount of time learning procedures and operations of the Probation Department and Courts. Employees at the entry level stage are required to participate in a series of Probation Academies which provides a foundation for work with more complex cases and offenders. During the first year of employment, probation officers will attend the Probation Academy, a 75 hour course designed to provide an overview of the Colorado court and criminal justice system and a detailed explanation of assessment and supervision skills needed to manage a caseload of offenders. Each successive year of training is intended to provide a probation officer with increased knowledge about the offenders that they work with and their duties as officers of the court. Employees will gradually be assigned more complex work, begin to work more independently and continue to improve their skill level. Officers are required to complete assigned Probation Academies or equivalent course work compared to academies in the first four to six years, continuously receive acceptable performance scores, learn all aspects of probation work including supervision and investigation and receive appropriate training and apprenticeship in a specialized caseload.

Within four years and no later than six years, officers will be expected to perform fully operational work, consistently assigned the most complex and difficult cases, work very independently, provide assistance to other Probation Officers and suggest new methods of improving probation services. An employee in this class must also have the necessary training, skills and ability to be assigned a specialized caseload at any time. After six years of employment Officers in this class must carry a caseload of 50% or more of maximum level supervision cases or the equivalent, and be capable of managing the full range of intake, assessment and report writing with a minimum full time workload value as established by the Division of Probation Services and through the Colorado Probation policy and standards, or a pro-rated workload value for part-time employees.

ADDITIONAL COMMENTS

Thank you for your interest in a position in beautiful Northwest Colorado! This is a full-time position based in our Steamboat Springs office in Routt County. Interviews will be held on May 7, 2024. The starting pay rate for this position is a minimum of \$4,909.00 per month. However, could be increased based on prior, relevant, work experience.

This posting will remain open until filled with the first review of applicants starting April 26, 2024.

ESSENTIAL FUNCTIONS

To be established at the local district. Positions may perform one or more the following:
Supervises probationers; provides referrals to community resources.

Formulates case plans with the offender with the goal of establishing pro-social behavior and repairing the harm caused to the community and victim(s).

Motivates and manages the offenders probation period using a continuum of sanctions and incentives. When appropriate, recommends extension or termination of probation.

Conducts investigations and provides recommendations for sentencing to the court based on findings. Presents information verbally and in writing before the court.

Composes reports and memorandum.

Maintains current and accurate records and probation notes as established by department policy.

Some positions may serve as the only Probation Officer for the office, thereby, providing for all functions for the probation office including opening and closing the office for business hours.

Some positions may conduct field or home contacts.

Some positions may be required to travel.

Some positions may provide victim assistance.

Attends meetings and training as required. Probation officers are encouraged to participate in committees that study probation related issues and forward recommendations to policy making bodies.

Performs other duties as assigned.

Supervisor Responsibilities:

Responsible for one's own work product. Some positions may provide leadership, guidance, assistance, or mentorship to coworkers, volunteers, or interns. This may include scheduling of work, instructing in work methods, and reviewing work products for up to three other staff. Additionally, as a probation officer progresses professionally, they may be asked to provide training to other's in their area of expertise.

MINIMUM QUALIFICATIONS

Minimum Education:

Bachelor's degree (B.S.) from four-year college or university with major course work preferably in Criminal Justice, Sociology, Psychology, Social Work or related field. Upon hire and as a condition of continued employment, the employee must:

Complete all Safety Training courses as per state policy.

Individuals assigned field supervision responsibilities must successfully complete the Officer Field Safety course as per state policy.

Complete Mandatory New Employee Training required by the Colorado Judicial Branch.

Complete the initial Probation Academy and subsequent academies in years two, three and four as established by the Division of Probation Services and through Colorado Probation policies and standards, and receive a grade of 75% or greater on all post-training exams.

Complete all other trainings as required by Colorado Probation policies and standards.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands and fingers and reach with hands and arms. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Individuals assigned field supervision responsibilities will be required to successfully complete the Defensive Tactics course as per state policy, and be able to engage in defensive skills maneuvers. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Some positions may be required to travel.

Work Environment:

The noise level in the work environment is usually quiet. This position is subject to varying and unpredictable situations; may handle emergency or crisis situations; is subject to many interruptions; may handle multiple calls and inquiries simultaneously; and may occasionally handle absentee replacement on short notice.

Equal Employment Opportunity, Affirmative Action, and Americans with Disabilities Act Employer Notice

Each individual employed must provide proof of identity and eligibility for employment.

NOTICE: Employees hired after March 1, 1988, are required to enroll in the direct deposit program for payroll.

Request for accommodation: If you have a mental or physical impairment that affects one or more significant life activities (such as mobility, hearing, vision, speech, breathing, learning, etc.) and require reasonable accommodations for testing or interviewing, it is your responsibility to inform the office scheduling the interview or test at least three working days in advance. If you need reasonable accommodation at the workplace, please notify the hiring authority.

NOTICE: All prospective employees of the Colorado Judicial Branch are subject to a background investigation before being hired. Upon request, you can obtain a copy of the Equal Employment Opportunity Utilization Report.

INFORMATION ALERT: Judicial Branch employees are prohibited from holding office in a political party or engaging in partisan activities that promote one political party or candidate over another in political elections. However, employees may hold non-partisan public office as long as there is no conflict of interest or appearance of impropriety with their duties performed for the Judicial Branch. The Chief Judge of the judicial district will have the authority to determine the existence of any conflicts. Employees must obtain prior approval from the Chief Judge before seeking or assuming any such office. It is important to note that any work related to the held office should not be performed during Judicial Branch working hours. Membership on a board or commission that requires registration or party identification as a qualification is not considered a partisan political office.