



SUPERIOR COURT OF ARIZONA IN MOHAVE COUNTY

Deputy Probation Officer II

Job Code: J243

SUMMARY NATURE/PURPOSE OF WORK: Under general supervision, oversees, manages and supervises a caseload of adult or juvenile probationers. Monitors and determines compliance to court-ordered conditions of probation. Recommends and/or takes action to safeguard public and community.

MINIMUM QUALIFICATIONS: A Bachelor's Degree with a preference in the behavioral sciences or a related field from an accredited college or university (as required by Arizona Revised Statute A.R.S. 8-203 and Part 6, Chapter 1, Section 6-106 of the Arizona Code of Judicial Administration) **AND** relevant experience in criminal justice, social work, college internships **OR** any equivalent combination of experience and/or education from which comparable knowledge and skills have been achieved. Also must have received an acceptable performance evaluation, be ACJIS certified and pass the department's DPO II test or have an equivalent combination of experience and training which provides the desired knowledge, skills and abilities. Must be at least 21 years of age.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of Mohave County and specific court/probation services related policies and procedures.
- Knowledge of the principles of management and supervision.
- Knowledge of the principles of public budgeting, monitoring and evaluation.
- Knowledge of the principles of file and records management.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of trends and practices in probation services, administration and public sector administration.
- Knowledge of community resources and services.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in producing written presentations and oral reports for internal and external audiences.
- Skill in organizing and coordinating the efforts of court personnel and others.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, general public and others having business with the courts of Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

JOB FUNCTIONS/DUTIES: *The following EXAMPLES OF DUTIES are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. The following provide a representative summary of the major duties and responsibilities. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*
(continued on reverse)



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EXAMPLES OF DUTIES: As assigned, works with an adult or juvenile population. Supervises and oversees an assigned caseload; conducts interviews with probationer and family members; compiles information related to charge, probationer's situation and circumstances; verifies information; prepares a Pre-Sentence Investigation (PSI) outlining probationer's history, education, work experience, facts of the crime, impact on victims and other areas.

As required, testifies in court; responds to questions and inquiries related to findings of PSI. Maintains and updates a variety of statistical, financial and other files, records, logs and reports.

Meets with probationers on a regular schedule and/or as needed; counsels, assists and provides guidance to probationers and family members. Works with surveillance officers; conducts unscheduled visits and observations at probationer's home, place of employment, school and/or other locations; determines and assess probationer's compliance to court-ordered conditions of probation; as required, recommends/undertakes action to violate probation and/or terminate probation early.

As assigned, assesses probationer; administers and scores standardized and specialized tests; identifies, determines and/or recommends treatment and/or educational services. As required, transports probationers to and from detention center and/or other locations as instructed; serves as intake officer. Performs other functions as assigned.

ADDITIONAL REQUIREMENTS:

- Must possess and maintain a valid Arizona driver's license.
- Must be able to obtain and must maintain State Probation Officer Certification.
- Must obtain within sixty (60) days of employment and must maintain defensive driving certification and first aid/CPR certification.
- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds.
- Work is subject to various post or job-site assignments and may be subject to irregular work hours/schedules to include completion of work on holidays and weekends. Work may also require traveling.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural &/or manmade disasters, infectious disease outbreaks, & acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.
- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).