

Hanover County Government
Community Corrections
Probation Officer
Salary: \$41,338.00 - \$51,500.00

The Department of Community Corrections is seeking a reliable and motivated individual to join their team to supervise defendants and offenders. As a Probation Officer you will work in a rapid-paced environment providing supervision to criminal offenders, performing multiple case management tasks and providing public safety within the community. Responsibilities include supervising criminal defendants who may have violent tendencies, performing court research, securing warrants, investigating information, conducting site/home visits, performing drug/alcohol testing, and completing pretrial and probation risk assessments.

The preferred incumbent will also have strong customer service skills, ability to testify in court and demonstrate an ability to communicate effectively both in writing and orally. This position requires knowledge of the state and local criminal justice system, the ability to exercise good judgement, and to establish and maintain a good working relationships with judges, magistrates, attorneys, treatment providers, and other probation agencies.

General Description: This is a paraprofessional position. The incumbent performs routine tasks to conduct interviews, assess behavior, provide guidance and supervise offenders in the community who have been sentenced by the court system.

Organization: The Probation Officer reports to the Director of Community Corrections and supervises no staff.

Essential Functions:

- Conducts interviews and investigations of offenders to obtain background information.
- Assesses offenders and refers to appropriate treatment programs.
- Develops case plans for offenders and verifies compliance with court orders.
- Makes offender referrals to community service work and monitors offender's participation.
- Supervises offenders sentenced to probation programs to ensure they adhere to treatment requirements.
- Facilitates and monitors substance abuse screening and drug testing.
- Establishes and maintains records on all offenders.
- Serves as liaison between offender, local judiciary and other involved public or private agencies.
- Prepares reports and testifies in court as needed.

Working Conditions:

- A. Hazards
 - Exposure to bodily fluids
 - Unsecured criminal customer service
- B. Environment
 - Office
 - Field
- C. Physical Effort
 - Minimal
- D. Non-exempt

Knowledge, Skills and Abilities: Must have basic knowledge of the criminal justice system, community corrections, local systems and judicial procedures. Ability to communicate effectively, both orally and in writing, and maintain confidentiality, required. Must be computer literate.

Education, Experience and Training: Bachelor's degree (preferably in social science field) with the successful completion of Department of Criminal Justice Services CORE training required and a minimum of two (2) years' related experience – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Work beyond normal work schedule
- Pre-employment Drug Test

For more information and to apply, please visit www.hanovercountyjobs.com