

LATAH COUNTY JOB DESCRIPTION

Job Title: Probation Officer Assistant

Date Last Revised: April 6, 2017

Department: Probation & Youth Services

Reports to: Director(s) of Probation & Youth Services

Current Wage: \$11.21/hr

Job Summary: The primary focus of this job is the supervision of juvenile and/or adult offenders who are required to fulfill obligations to the community as directed by the Court.

Duties and Responsibilities:

- Transport juveniles, and/or adults, as necessary.
- Supervise community service work crews.
- Confront and redirect behavior.
- Hook up electronic monitoring equipment, as needed.
- Administer urinalysis tests, as directed.
- Make curfew calls, or curfew checks, as needed.
- Observe and report on behavior of juveniles and/or adults.
- Serve as mentor and provide socially acceptable guidance, direction and stability.
- Conduct home visits with juveniles and/or adults, with Probation Officer or Resource Officer.
- Tutor juveniles in the study table program.
- Assist with searches.
- Assist with programs, such as Youth Accountability Board, Moral Reconciliation Therapy, Attendance Court, and Latah County Youth Advocacy program, as needed
- Assist with miscellaneous office duties, including clerical, as needed.
- Other duties as assigned.

Additional

- May be called upon to testify in court hearings, and/or provide written statements.
- Encounters, at times, confrontational situations with hostile probationers and/or family members.
- Ability to work flexible hours.
- May be required to complete trainings, including but not limited to, use of Pepper Spray, Lifeloc and CPR.
- Collects “walk-in” urinalysis.
- Completes other duties as assigned.

Qualifications

- Must pass Criminal History Background check and Sexual Offender Investigation.
- Completed at least one year of college or have at least one year of experience in a related field.
- Possess a valid driver’s license.
- Excellent written and communications skills.

Typical Physical Requirements

- Lifting objects (greater than 40 lbs.), driving, crouching and walking.
- May involve exposure to adverse weather conditions.
- Ability to convey and receive detailed information through oral and written communication.