

Class Concept

Employees accept, inspect and process the legal documents of new probation cases. They review court judgments and match offenders' skills to needs with consideration given to the offenders' criminal history, physical condition, age, transportation needs, and availability to perform the work within the designated period of time.

Work involves interviewing offenders to obtain information regarding past arrests/convictions, work records, and family social histories to develop treatment and sanction recommendations for court-ordered pre-sentence and pre-parole investigations. Employee must consider the needs of both the offenders and the recipient agencies and, if necessary, will refer offenders to support agencies for assistance to meet special needs.

Administrative tasks include, but are not limited to, negotiating agreements, placing offenders with agencies to perform designated community service work, complete required documentation, prepare reports, and maintain case files.

Work involves significant contact with members and officials of the judicial system, community agencies, victims, offenders, and general public while serving as the court's representative in the community and maintaining public awareness of the program.

Employees are usually located in or near the courthouse. Work is performed under the general supervision of a Judicial Services Specialist or Chief Probation and Parole Officer.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of punishment plans, government and nonprofit service work agencies in the community.
- Working knowledge of work placement techniques.
- Working knowledge of judicial and law enforcement systems and their operational procedures.
- Working knowledge of characteristics of various offender groups.
- Basic knowledge of computer operations and applicable software.
- Ability to establish and maintain an effective working relationship with participating agencies in the community, as well as judicial, law enforcement, and DPS personnel.
- Ability to conduct rudimentary interviews of persons with varied educational, cultural, and social experiences.
- Ability to communicate in oral and written presentations.

Minimum Education and Experience

Bachelor's degree in criminal justice, human services, psychology, or related field of study from an appropriately accredited institution; or an equivalent combination of training and experience.

Associate's degree in criminal justice, human services, psychology, or related field of study from an appropriately accredited institution and two years of experience in the court system, paralegal work, or other directly related experience; or an equivalent combination of training and experience.

High school or General Educational Development (GED) diploma and four years of experience in the court system, paralegal work, or other directly related experience; or an equivalent combination of training and experience.