



County of Berks POSITION DESCRIPTION FORM

Position Title:	Probation/Parole Officer I-IV		
Department:	Adult Probation/Parole Office	Reports To: (Title)	Assistant Chief APO
Effective Date:	December 18, 2003	Revision Dates:	December 12, 3013 March 3, 2020
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	Professional	Union Classification:	AFSCME Eligible

POSITION SUMMARY:

This position enforces the orders of the Berks County Courts, performing a variety of tasks in order to supervise offenders on probation, parole or participating in the accelerated rehabilitative disposition program. This position ensures that offenders are held accountable for their behaviors, while attending to the needs of the community to diligently assist in protection. In addition, probation/parole officers are expected to assist in the development of competencies within the offender so that they may become productive, law-abiding members of the community. Though not essential, this position is expected to converse with Spanish-speaking offenders and other clients if able.

Probation/Parole officers hired after July 1, 2005 are required to obtain certification to carry a firearm through the County Probation and Parole Officers' Firearm and Training Commission within eighteen months from the date of hire or face disciplinary action, up to and including termination. Candidates for the position shall undergo a psychological evaluation to determine fitness to carry a firearm.

Probation/Parole officer compensation is based upon years of service and job performance. PO I is typically the entry level pay grade. PO II may be achieved after three years of service, PO III after eight years of service and PO IV after twelve years. All promotions require satisfactory performance ratings as outlined in the Probation Officer Performance Evaluation.

POSITION RESPONSIBILITIES:

Essential Functions

1. Supervise offenders through a variety of contacts including office, home, field, employment, etc. Maintaining collateral contacts with family, employers, victims, or

pertinent others regarding offender. Contacts to be made during regular office and non-traditional hours.

2. Document all case-related contacts and generate reports when necessary in a timely fashion. Complete all other necessary paperwork as required and maintain progress reports on offenders.
3. Refer offenders to treatment agencies as needed, become familiar with and maintain professional relationships with other agencies.
4. Represent the department in Court by presenting information and formally testifying when necessary.
5. Participate in the apprehension and transportation of offenders not complying with the terms of their probation supervision, if trained to do so.
6. Meet Pennsylvania Board of Probation and Parole standards of 40 hours of training yearly and assist in the development of new officers through mentoring.
7. Hold offenders accountable by: monitoring drug testing results, participation with treatment, community service, compliance with electronic monitoring, and any other Court ordered obligations. Issuing warrants and assisting with arrests of those in violation of the Court's order.
8. Providing intake services for newly sentenced offenders.
9. Conduct thorough and appropriate parole plans

Non-Essential Functions

Represents the probation office in the community through public speaking engagements.

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor's degree with at least 18 credits in a behavioral or social science.
- Valid Pennsylvania driver's license, proof of auto insurance and access to a vehicle for employment purposes.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of the principles, methods, and practices of investigations, supervision, and reporting in probation/parole work.
- Familiarity with evidence-based practices and motivational interviewing techniques.
- Ability to communicate effectively through oral and written expressions in a clear and concise manner.
- Ability to establish and maintain effective working relationships.
- Knowledge of individual and group behavior as it pertains to criminal behavior, social dynamics, relationships, mental health issues, and drug and alcohol issues.
- Ability to analyze facts and exercise sound judgment when acting in the best interest of the community and the offender.
- Skill in the operation of computer software applications preferred.
- Ability to converse in Spanish is not essential for all probation officers but preferred for those designated as having a Spanish-speaking caseload.
- Ability and willingness to work outside of normal business hours.
- Ability to handle stress.
- Physical presence in the office is required.

PHYSICAL DEMANDS:

- Ability to complete Control Tactics training and assist, when necessary, in the physical control of subjects that may be resistive and/or assaultive.
- Ability to complete firearms training and achieve and maintain certification to carry a firearm.

WORKING ENVIRONMENT:

- Normal office environment as well as meeting with offenders regularly in their homes, and in the community during both traditional and non-traditional hours.
- Work environment is stressful at times given the hectic workload and nature of the clientele.
- Some work may be performed in targeted high crime areas and as a result the environment could be dangerous. Risk factors include exposure to; HIV, Hepatitis, and TB. Additionally, probation/parole officers face the threat of exposure to guns, knives, contaminated needles, and other weapons.
- Travel on a regular basis throughout Berks County providing supervision and occasionally outside of the County for training and institutional visits.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.