

PROBATION/SURVEILLANCE OFFICER 1839

STATE COURT/DUI/DRUG COURT

REPORTS TO: Court Coordinator – DUI/Drug Court Coordinator

FLSA STATUS: Non Exempt

CLASSIFICATION: Non-Personnel System

PAY GRADE: 18

SAFETY SENSITIVE: Yes

Purpose of Job

The purpose of this job is to provide assistance to State Court in supervising a caseload demanding specific strategies for enhanced supervision of repeat DUI offenders. Duties and responsibilities include, but are not limited to, conducting investigative and surveillance work for pending court cases; conducting paralegal work in obtaining and reviewing legal documents for trial; assisting during trial proceedings; coordinating victim and witness court appearances; providing investigation assistance to other law enforcement agencies; and performing additional tasks as assigned

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Create and maintain a case file on each Probationer. All case activity on each Probationer shall include detailed documentation.

Explain and ensure the probationers understand all the requirements of the sentence which is supervised by the Supervision Officer.

Coordinates offender supervision strategies with other team members.

Monitors Probationers through scheduled and unscheduled contacts in the field, at the Probationer's home or in an office setting. Each contact shall include detailed documentation. The documentation shall include, but not be limited to the following: date, time, location, type, nature or purpose of the contact, and a narrative that describes the substance of the contact.

Investigates potential violations of probation and initiating in a timely manner delinquency reports, warrants, revocations petitions or other action as appropriate.

Contacts Probationer's family, employer and other individuals as may be required to ensure compliance with sentence requirements.

Perform drug and alcohol testing on probationers in accordance with DUI/Drug Court Program Policy.

Install and monitor electronic surveillance equipment on Probationers as required.

Participate in the collection of financial obligations in accordance with the DUI/Drug Court Program Policy.

Participate as a member of the DUI/Drug Court Team.

Remain aware of and in compliance with all policies and procedures through attendance at staff meetings and case reviews.

Participates in continuing education to fulfill job responsibilities.

Complies with Interstate Compact regulations providing required/requested reports, investigations and correspondence in a timely fashion.

Completes any forms and reports required for operational and program measurement. Submits documentation as directed by the Court.

Ensures that release of information forms are signed by the Probationer.

Attends court during status conferences, jail calls and/or any matter requiring Supervision Officers presence.

Testifies in court and provides accurate and complete information regarding Probationers compliance, progress and attitude of the participant in regard to the requirements of the DUI/ Drug Court Sentence.

Knowledge, Skills and Abilities

Knowledge of the policies, procedures, and activities of the State Court (DUI and Drug Court) procedures as they pertain to the performance of duties relating to the position of Investigator.

Knowledge of the terminology used within the department.

Knowledge of NCIC/GCIC computer terminal system.

Knowledge of law enforcement reports, documents and materials used in legal proceedings; Criminal Code of Georgia; NCIC/GCIC regulations and procedures; various law enforcement manuals and handbooks; and procedures and methods as required in the performance of duties.

Ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations.

Ability to communicate effectively with supervisors and other staff members.

Ability to use independent judgment in routine and non-routine situations.

Ability to handle required calculations.

Ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.

Ability to plan, organize and/or prioritize daily assignments and work activities.

Ability to comprehend and apply regulations and procedures of the department.

Ability to use standard word processing and data base management software programs and can operate a computer terminal in performing administrative duties.

Ability use audio-visual equipment and drafting tools in conducting case preparation work.

Ability to operate a motor vehicle, surveillance equipment, mobile communications equipment in performing investigative duties.

Ability to operate a firearm in accordance with applicable laws and regulations.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Criminal Justice or related field.

Four years of law enforcement, investigative or probation supervision experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must possess a valid driver's license and certification as a Georgia Peace Officer.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including an automobile, mobile communications equipment, surveillance equipment, computer terminal, basic drafting tools, and a firearm. Must be able to use body members to work, move or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently. Physical demand requirements are at levels of those of medium work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

LANGUAGE ABILITY: Requires ability to read a variety of law enforcement and legal documents and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare witness statements, investigative reports, evidence logs, jury research reports and various records, charts and diagrams using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgments in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages including law enforcement terminology and related medical and traffic engineering terms, public safety communications codes, legal terminology, standard computer software programs and basic financial accounting terminology.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; utilize and determine percentages and decimals; interpret graphs and charts.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and drafting tools.

MOTOR COORDINATION: Requires the ability to coordinate hands, fingers, and eyes accurately in using a motor vehicle. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as a computer terminal, mobile communications equipment, telephone, surveillance equipment, drafting tools and firearms. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate between colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone, two-way radio.