

## **POSITION DESCRIPTION**

Position Title: **Probation Officer I – Part Time**  
Department: City Manager  
Division: Probation Services  
FLSA: Non-Exempt  
Retirement: KPERS  
Effective Date: January 10, 2025

### **GENERAL PURPOSE**

Serves as liaison between the court and persons convicted of violations to provide an alternative for the court, assures sentences are carried out and supervises pre-trial diversions. Must work harmoniously with other staff and agencies such as Court personnel, attorneys, law enforcement officers and others. Clients are primarily offenders of the Uniform Public Offense Code and standard traffic offenses.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Probation Services Manager and under the general supervision of the Assistant City Manager. May receive general guidance and direction from the Municipal Judge.

### **SUPERVISION EXERCISED**

May assume the duties and responsibilities of the Probation Services Manager during her/his absence. May coordinate, train and instruct the work of the Probation Clerk, as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed.)

- Interviews offenders and conducts appropriate functions such as photographing and other investigative functions as necessary.
- Prepares pre-sentence reports for court.
- Carries out the directives of the Court by monitoring house arrests for persons convicted.
- Interviews clients to determine strengths and capabilities and assigns and schedules work.
- Advise clients about available programs.
- Tracks clients completing assigned work.
- Monitors clients and their progress and reports findings to the court.
- Administers drug and/or alcohol screenings; interprets and documents results.
- Researches and prepares reports and statistics. Files reports and other necessary documents with Municipal Court.
- Testifies and makes recommendations to the Court.
- Communicates effectively and coherently, through multiple communication channels, with clients, the court and the public on a regular basis.
- Utilizes court software for information recording and gathering purposes.
- Composes and comprehends legal and non-legal documents written in the English language, including the preparation and processing of court dockets, reports, etc.
- Solicits community support and works regularly with limited information.
- Responsible for preparing for and attending all scheduled court days for both City of Leavenworth and City of Lansing as directed.
- May require some travel to other cities, within Leavenworth County, as needed.

## **PERIPHERAL DUTIES**

- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other City officials in the performance of court services activities.
- May serve as a member of various employee committees.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Graduation from high school or GED equivalency with a minimum of 24 credited college course hours in criminal justice, psychology/counseling, court services, paralegal/law, public administration or related subjects; or any equivalent combination of experience, training and/or education.
- (B) Two years' experience in law enforcement, probation, court services, legal offices, counseling, corrections, local government administration or related field.
- (C) Must be at least 21 years of age.
- (D) Must not have been convicted of any felony or misdemeanor crimes of a violent nature or involving moral turpitude, been convicted of a misdemeanor crime of domestic violence, been placed on diversion, nor have an expunged conviction.
- (E) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

### *Working knowledge of:*

- The principles and practices of probation services and department policies and procedures.
- Federal, State and local laws and ordinances; legal language and legal procedures.
- Dynamics of human behavior; must ensure decisions in individual cases are appropriate and effective.
- Personal computers and associated word processing, spreadsheets and database software applications.

### *Skill in:*

- Modern office practices and procedures.
- Operation of listed tools and equipment.

### *Ability to:*

- Maintain confidentiality.
- Research files, laws, legal documents and data in a CRT.
- Read, write and comprehend legal and non-legal documents written in English language.
- Prepare written reports, and create appropriate programs for clients.
- Maintain accurate records.
- Deal tactfully, courteously and effectively with offenders, clients, public agencies, other employees and the general public.
- Develop and maintain effective working relationships with Department personnel, Court personnel, City personnel, Federal, State and local law enforcement authorities and agencies, and the general public.
- Communicate effectively, both verbally and in writing, with subordinates, peers, superiors, public agencies and the community.

## **DESIRABLE QUALIFICATIONS**

- Trained in collection of drug screen specimens; operation of breathalyzer.
- Bachelor's degree in Criminal Justice or related field.

## **TOOLS AND EQUIPMENT**

Personal computer, including word processing, spreadsheet and data base software; printer; copy machine; fax machine; scanner; multi-line telephone system; first aid equipment.

## **PHYSICAL DEMANDS**

Work is performed primarily indoors in an office environment. Job performance is primarily performed during the hours of 7:00 a.m. to 4:00 p.m.; however, schedules may be modified to accommodate departmental need. Employee must be reasonably available for callout after hours when operational or special circumstances dictate. Must be able to see, hear and communicate in oral and written forms.

While performing the duties of this job, the employee is frequently required to sit and talk or hear and use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk or stand.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. Work may be disrupted frequently, by persons and telephone calls. Work is performed with a diverse population of clients involved in the criminal justice system.

## **SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; reference check; background investigation; polygraph examination; and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee/individual and is subject to change as the needs of the City and requirements of the job change.

## **APPROVAL AUTHORITY:**

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Department Head

Date

HR Director

Date