



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: AUGUST 12, 2016

CLOSING DATE: AUGUST 26, 2016

TITLE: ADULT PROBATION OFFICER I

GRADE: 204

DEPARTMENT: ADULT PROBATION/PAROLE

BARGAINING UNIT: ESCAPE

ENTRY RATE: \$17.47/HOUR, \$ 34,067/ANNUAL

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Four year college degree in a curriculum oriented to the problems and the solutions to problems of human behavior. Must pass a psychological and physical evaluation as well as a drug screening and criminal background check. Period of experience in human services preferred but not required. Pennsylvania operator's license.

DEFINITION OF CLASS:

Under direct supervision, supervises, counsels, transports and directs Court assigned adults on probation or parole from Erie County or other jurisdictions as stipulated by the Interstate Compact.

DUTIES AND RESPONSIBILITIES:

Attends training sessions and observes the operation of all phases of the work done in the Adult Probation Department. Prepares all pre-parole and pre-probation reports requested by the probation department or the Courts. Provides counseling services to probationers and parolees. Procures treatment for clients or assistance from other departments or agencies as required. Advise probationers and parolees as to their rights under the laws and to see that these rights are enforced. Refer the families of persons on parole or probation for assistance by other agencies. Collects data for statistical studies. Transport clients to various locations. Coordinate efforts with Court officials, other probation officers, lawyers and other persons or agencies. Seek and arrest individuals that have violated terms of probation or parole. Make recommendations on the placement of clients. Attend court and present for unscheduled work on a twenty-four hour, seven-day-a-week basis. Other duties as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS & ABILITIES:

A working knowledge of modern probation, parole, social service principles and practices. Ability to learn the laws, rules and regulations pertaining to probation and parole. Ability to meet and deal successfully with parolees, probationers and the public under trying circumstances. High moral standards. Integrity, i.e., being able to keep information confidential. Investigative ability. Ability to inspire confidence and gain cooperation of parolees and probationers. Ability to prepare case histories. Emotional stability and good self-control under stress. Ability to learn good judgment in matters relating to human service work. Impartiality and firmness. Supervisory ability. Ability to learn and understand the working of the Court, government and human service agencies goals, service and limitations. An ability to analyze complex problems and make appropriate decisions based on established guidelines. Ability to learn skills and techniques associated with officer safety.