POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: **PROBATION OFFICER TRAINEE ADULT**
(Unionized through A.F.S.C.M.E. District Council 47)
Common Pleas Court, First Judicial District of Pennsylvania

SALARY: **$44,709- $49,186 (P17)**

PURPOSE: To **establish an eligibility list** for future vacancies within the First Judicial District of Pennsylvania.

Please note that if you have applied for this position within the last 12 months, you do not need to reapply. All submitted applications remain eligible for one year.

REQUIREMENTS

1. A bachelor's degree from an accredited college or university.

   OR

   Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a bachelor's degree.
2. Successful completion of a written examination after minimal required knowledge, skills, abilities and experience qualification standards are met.
3. Ability to perform essential functions of the position.
4. Must successfully complete a panel interview, drug screening and background investigation.
5. City residency required within six (6) months of satisfactory completion of employment orientation period.
6. Possession of a valid Pennsylvania driver's license, prior to appointment and during tenure of employment.
7. Unit assignment may require candidate to receive all applicable training required by the First Judicial District of Pennsylvania as a "weapon-carrying officer" who is permitted to carry weapons in connection with the performance of his/her duties of employment, provided that he/she is able to qualify for Firearm Education and Training as provided in 61 P.S. 332.7, and successfully complete mandatory training and receive required certification from the County Probation and Parole Officers' Firearm Education and Training Commission.
8. Available to work various shift assignments on weekdays, weekends and holidays.

GENERAL DEFINITION

This is beginning level professional work counseling juvenile or adult offenders in activities related to legal conditions of probation or parole.

Employees in this class participate in various phases of probation work under the close supervision of a higher level probation officer. As experience is gained, a progressively expanding caseload in range and complexity is assigned.

ESSENTIAL FUNCTIONS

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

- Confers with offender, legal representatives, family, and other concerned persons and reviews documents regarding offender's legal and social history as a means of conducting prehearing or presentencing investigations and to formulate rehabilitation plan.
- Compiles reports, testifies in court and makes recommendations concerning conditional release or institutionalization of offender.
- Informs offender or guardian of legal requirements of conditional release such as visits to office, restitution payments, or educational and employment stipulations.
- Counsels offender and family or guardian. Encourages offender to complete education, secure employment.
- Arranges custodial care and refers offender to social resources in community to aid in rehabilitation.
- Evaluates offender's progress on follow-up basis including visits to home, school and place of employment.
- Secures remedial action by court if necessary.
- Performs a variety of field and office tasks under the supervision of a higher level probation officer.
- Meets with probationers on a periodic basis to assess progress; prepares progress reports.
- Arranges for placement or clinical services if ordered by court.
- Works with probationers according to treatment plan.
- Refers caseload problems to supervisor for discussion and resolution.
- Reads textbooks, manuals, regulations and other pertinent material in order to develop the knowledge required.

MARGINAL FUNCTIONS

Acts as a duty officer.
Conducts office interviews with clients of other officers.
Answers phones and takes messages.
Aids probationers in filling out forms.
Schedules appointments with probationers.
Performs related work as required.

ENVIRONMENTAL CONDITIONS

Standard courtroom conditions.
Direct contact with diverse court clientele.
Exposure to outside weather conditions and driving hazards.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Some knowledge of social and behavioral sciences with emphasis on behavior deviations and delinquent or criminal behavior.
- Some knowledge of community, social, and economic resources and conditions, and their relationship to crime and delinquency.
- Ability to establish and maintain effective working relationships with public agencies, institutional personnel and the general public.
- Ability to work with disturbed and/or maladjusted individuals.
- Ability to express ideas clearly and effectively, orally and in writing.

The First Judicial District of Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.