



PARISH OF CADDO
Department of Finance
Human Resources Division
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Closing Date:
 Starting salary:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

EFFECTIVE:
 09/15/2006;11/28/06;01/01/07

JOB TITLE: Probation Officer I

DEPARTMENT: Juvenile
 Services/Probation

FLSA Status: Non-Exempt

HOURS: 8 am – 5 pm M-F

SALARY RANGE: \$16.37 - \$24.61

GRADE: 20

Under general supervision, performs work of moderate difficulty in providing social work services to juvenile offenders.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Carries an assigned case load in the investigative and/or supervision of cases involving juvenile offenders.
- Enforces court orders relating to support responsibilities of probationers. Provides direct, on-going counseling and treatment to selected probationers.
- Interviews adults and juveniles and recommends changes to probationary status. Formulates probation plans.
- Conducts field investigations.
- Transports individuals and maintains case histories.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Must have a high school diploma or (GED) equivalent.
- A Bachelor's degree from an accredited college or university in the social, behavioral, or correctional sciences or other related field.
- Must have one year of experience in one or more of the following areas of work; counseling youth; social work; parole and/or probation; counseling in a correction facility, or criminal or civil field investigations.
- Must have knowledge of the principles of probation work, court procedures and social work techniques.
- Must be able to learn state laws and community resources to assist in the control of delinquency.
- Must be able to diagnose client's needs and maintain effective working relationships with others.
- Must be able to conduct oneself in a professional manner at all times.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications).
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen.

PHYSICAL REQUIREMENTS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.