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 Rate: *Equal Opportunity Employer*
PERSONNEL CLASS SPECIFICATION		*EFFECTIVE: 09/15/2006;11/28/06* *Revised: 12/5/06;01/01/07*
JOB TITLE: Probation Officer III	DEPARTMENT: Juvenile Services/Probation	FLSA Status: Non-Exempt
HOURS: 8 am – 5 pm M-F	SALARY RANGE: $1901 - $28.58	GRADE: 23

Under general supervision, serves as unit supervisor. Performs work of considerable difficulty in providing social work services to juvenile offenders. Reviews cases, assigns work loads, conducts on-the-job training and supervises other probation officers.

DUTIES AND RESPONSIBILITIES

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

- Supervises, reviews workloads of subordinate probation personnel and conduct staff meetings.
- Reviews court dockets. Enforces court orders relating to support responsibilities of probationers and recommend changes to probationary status.
- Interviews adults and juveniles and conducts field investigations, formulates probation plans.
- May carry an assigned caseload in the investigative and/or supervision of cases involving juvenile offenders.
- Provides direct, on-going counseling and treatment to selected probationers.
- Prepares and reviews correspondence, approves pre and post hearing studies.

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.

- A Bachelor's degree from an accredited college or university in the social, behavioral, or correctional sciences or other related field.
- Must have five years as a probation officer
- Knowledge of the principles of probation work, court procedures and social work techniques.
- Knowledge of state laws and community resources to assist in the control of delinquency.
- Ability to diagnose clients needs and maintain effective working relationships with others.
- Ability to establish and maintain harmonious work environment.
- Must have basic computer skills.
- If assigned a court vehicle, 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.

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.