

PROBATION MONITOR – PART TIME
SALARY RANGE \$18.31 - \$25.26 PER HOUR
AVERAGE NUMBER OF HOURS PER WEEK WILL NOT EXCEED 19

GENERAL PURPOSE: Under general supervision, plans, organizes, and oversees the activities of offenders who have been assigned court-ordered probation status.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Regularly meet with offenders on court-ordered probation in order to monitor and direct their activities to ensure ongoing compliance with all of the terms of their probation.
- Evaluate the compliance of probationers and make related recommendations; prepare reports; testify in court as required.
- Oversee the management of case files to confirm compliance with court orders; partner with outside agencies as they relate to the probationer assigned.
- Manage a Court Work Program where offenders will be assigned to perform community restitution, supervise offenders who have been assigned to the program, and coordinate with other departments and organizations where the work will be performed.

Minimum Qualifications:

- Must be at least 21 years of age.
- Must have a high school diploma or equivalent.
- Must meet Casa Grande employee residency requirements.
- Must possess a valid Arizona driver's license.
- Must receive certification from the Arizona Probation Officer Academy within six (6) months from date of hire.
- Must be able to read and comprehend court files, orders, reports, laws, rules, and regulations.

Preferences:

- Preference of one year of experience in a related field, such as criminal justice or social work.
- Preference of a Bachelor's Degree, especially in a related field.
- Preference of knowledge of local service organizations and resources available for the indigent.

Physical Demands / Work Environment: Work is performed indoors and outdoors; must maintain a level of physical fitness necessary to effectively react should you be presented with a physical confrontation or emergency situation. Must be able to bend, reach, kneel, crouch, crawl, and stoop when necessary.