ALLEGAN COUNTY
48TH CIRCUIT COURT
FAMILY DIVISION-JUVENILE SECTION

JOB DESCRIPTION

JOB TITLE: Probation Officer

REPORTS TO: Director of Family Division Probation

SUMMARY

Investigates assigned cases and recommends appropriate disposition of juvenile cases. Supervises youths under the court's jurisdiction, maintains case documentation, and performs other case supervision related functions.

PRINCIPAL DUTIES AND RESPONSIBILITIES
*(An * denotes duties or responsibilities judged to be "essential job functions " in terms of the Americans With Disabilities Actor ADA)*

Interviews law enforcement officers, clients, clients' families, victims, school officials, agencies involved with clients; reviews incident reports and police records; assesses home environment; and obtains other relevant information necessary for services and dispositional recommendations.*

Assesses information obtained during investigations and recommends most appropriate disposition, including placement, case plans, support services and other relevant terms and conditions.*

Orients youths and parents to terms and conditions of probation and/case plans, goals and objectives, services, consequences of non-compliance, and other case related matters.*

Meets regularly with youths and parents, as necessary, to discuss and monitor compliance with terms and conditions of probation, casework plans and other case super-vision related conditions. Obtains, reviews and discusses attendance, treatment status/progress reports with school officials, treatment agencies and others involved with youths.*

Probation Officer (continued)

Intervenes, as necessary, and discusses and attempts to resolve personal and familial problems youths and/or families are experiencing relating to employment, family relationship, educational and other matters. Makes referrals to outside agencies for counseling and treatment as necessary.*

Responds to crisis and emergency situations and determines the most appropriate response in accordance with case history, court policies and procedures, court rules and statutes.*

Consults with child care facility staff, foster parents, court staff, treatment agency staff and others involved in providing services to youths or monitoring youths' progress to discuss case status and progress, casework plan modifications and other case issues involving assigned youths.*

Transports youths to foster homes, residential placements and secured detention facilities and other approved locations as required.

Appears in court and testifies regarding case investigations and recommendations, and probation violation proceedings.*

Documents interaction with youths, youths' families and others involved with youths and/ or youths' families, including telephone calls, meetings, and other relevant contacts. Maintains case files.*

Initiates the show cause notice and bench warrant process for violations of probation terms and conditions, and appears in court to testify regarding probation violations.*

Attends training and staff meetings and youth service related functions in the community. May participate in planning and organizing functions for youths.

The above statements are intended to describe the general nature and level of *work being performed by a person in this position.   They are not to be construed as an exhaustive list of alI Duties that may be performed by such a person.*

QUALIFICATIONS

Education: Bachelors degree in social sciences or related human services field.

Experience: Six months to one year of casework experience in a court or closely related setting, which could include internships, orientation and/or on-the-job training in this position.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

Valid Michigan driver's license.

Completion of Michigan Judicial Institute Certification for Juvenile Court staff within two years after date of employment.

Date Approved: **5/10/00**

Revised:

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ALLEGAN COUNTY