



“This classification is currently under review.”

**ADULT PROBATION OFFICER 2
ADULT PROBATION OFFICER 2/QPAO
(Qualified Probation Assessment Officer)**

Department: District Court
Job Class #: 201100; QPAO 233200
Pay Range: Professional 06
Professional 27(QPAO)

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is probation work providing case management for Pierce County District Courts. Employees occupying positions in this class are responsible for performing investigative, general counseling and referral activities for adults placed on probation by the court.

Duties performed may be of a supervisory nature within the department. Employees of this class may be responsible for case assignment to subordinates and may perform case work for selected serious or complex cases. Work may require some unusual work hours to accomplish assigned tasks. Work is performed under the general supervision of an administrative superior who reviews work for adequacy of professional judgment, compliance with established departmental procedures, practices and goals, and for quality through audits and appraisal of results obtained.

ESSENTIAL FUNCTIONS

Duties include, but are not limited to the following:

May distribute caseload assignments to probation officers in absence of Probation Services Manager; may supervise daily work of subordinated probation officers and volunteers as directed by administrative staff.

Observes and documents offender appearance and behavior. Notes speech tone and characteristics.

Conducts criminal record history review.

Assesses problem areas, including chemical dependency, domestic violence and mental illness issues and sexual deviancy issues.

Conducts pre-sentence investigations and prepare pre-sentence reports on complex and multi-problem cases; identifies problem areas; presents sentencing recommendation to the court.

Develops and implements individual probation plans to meet conditions set by the court, and may assist, when directed by supervisory staff, other probation officers in this function.

Supervises offenders with more serious and multiple problems; provides assistance for offenders regarding matters that may effect individual probation plans; provides direction regarding treatment programs.

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Prepares written reports to and/or appears in court on routine and complex cases of unusually serious consequence; uses sound judgment in making recommendations to the court.

Maintains contact and correspondence with the court, community agencies, offenders, physicians, treatment sources, and other applicable interests in order to supervise compliance and progress of cases; maintains comprehensive log of contacts, information obtained and actions taken relative to cases. Manages case files and filing.

Attends departmental meetings to stay informed on policies, procedures, and overall program progress; attends seminars and workshops, as available, and affordable to the department, to increase knowledge of probation field including counseling and treatment fields, and community resources.

Performs duties as specialist in matters pertaining to chemical dependency, domestic violence and mental health issues, including resource development.

Provides instruction from a curriculum and lesson plan for the Day Reporting Program.

Ability to complete and perform multi-task assignments.

OTHER JOB FUNCTIONS

Performs related work as required. The core services listed under probation officer are not meant to exclude other duties that may be performed.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the philosophy and operation of the Criminal Justice System.

Counseling skills necessary to evaluate and act on offender crisis, assess offender needs, motivate offenders, and make recommendations to the court.

Knowledge of local, state, federal, and private program resources and agencies related to the work performed.

Knowledge of individual and group behavior, particularly as applied to the field of criminology; basic interviewing, diagnostic and counseling techniques with a focus on chemical dependency, domestic violence, mental illness issues and sexual deviancy

Knowledge of policies, procedures, and regulations applicable to probation and diversion activities.

Knowledge of the literature, developments, and trends in Criminal Justice research, and its practical application.

Ability to express ideas and recommendations effectively, orally and in writing; and to research and prepare detailed case histories and reports in a timely manner.

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Ability to utilize various computer software applications to access/process information and prepare required correspondence, reports and other documents.

Ability to establish and maintain effective dialogue with offenders of varied cultural, ethnic and lifestyle backgrounds.

Ability to be organized and work effectively/independently in a high stress environment.

Ability to work cooperatively and courteously with others, including co-workers, supervisors, judges, court personnel, police officers, attorneys, and staff from public and private agencies.

Ability to accept authority, as well as use authority in a balanced and objective manner.

Ability to oversee work flow and coordinate the work of lower level employees in order to insure most efficient operation in accordance with established program goals.

Ability to keyboard and understand basic computer functions and software programs.

Willingness to enforce and supervise court requirements and to report violations; to assist offenders in their efforts to comply with court orders; to observe and document offender appearance and behavior.

Ability to understand and utilize a standardized classification system which determines offender risk to the community.

RECRUITING REQUIREMENTS

A minimum of a bachelor of arts or a bachelor of science degree that provides the necessary education and skills in dealing with complex legal and human issues, as well as competence in making decisions and using discretionary judgment. A course study in sociology, psychology, or criminal justice is preferred. Requires three years of investigation or social casework experience, including two years at a level equivalent to an Adult Probation Officer 1.

Ability to successfully complete a Pierce County District Court Probation Division background investigation.

SPECIAL NOTE: Once hired, attendance and successful completion is required at the Correctional Services Academy, RCW 43-101-220 to retain employment.

***SPECIAL NOTE:** Adult Probation Officer 2/Qualified Probation Assessment Officer WAC 388-805-220. All education and supervised experience hours as a Qualified Probation Assessment Officer trainee must be completed to be qualified for this classification.

a) Two thousand hours of supervised experience as a QPAO trainee in a state certified DUI Assessment program if QPAO possesses a Baccalaureate degree.

b) One thousand five hundred hours of experience as a QPAO trainee in a state certified DUI Assessment program if a QPAO possesses a Masters or higher degree.

Continuing education requirements must be maintained.