

**Alaska Court System
Class Specification**

PROBATION OFFICER I - ALASKA COURT SYSTEM

Range: 13

SOC: 21-1092

EEO4: 06

Class Code: C3022

Definition:

The Probation Officer I - ACS provides professional case management and probation services to district court misdemeanor cases by supervising probationers, and acting as a liaison between the court and treatment community in classifying and referring defendants to treatment.

Distinguishing Characteristics:

Probation Officer I – ACS is the entry level of the Probation Officer – ACS series. The Probation Officer I – ACS works predominantly with misdemeanor probationers referred by district court typically for alcohol or drug-related offenses. The majority of their clients are adults; however, on occasion juvenile misdemeanants are also supervised.

Positions in this job class series are flexibly staffed. Progression to a higher level may occur when the incumbent: 1) successfully completes a specified training plan; 2) meets all other specified terms of the flexible staffing agreement; 3) meets the minimum qualifications of the higher level; 4) is certified by the supervisor as capable to perform at the higher level; and 5) is approved by the Human Resources Director.

Supervision Received: The Probation Officer I – ACS receives direct, day-to-day supervision at this level.

Supervision Exercised: Supervisory (management) duties are not typically assigned.

Independent Judgment: Duties require the development of independent judgment in analyzing the cases and recommending appropriate action and treatment.

Examples of Duties:

Review client files to assess and identify the status of the defendant's case and the Alcohol Safety Action Program (ASAP) requirements which will be imposed.

Administer the Mortimer-Filkins procedure to determine Drinker Classification. This entails administering a structured interview, scoring, and classifying based on standard criteria.

Refer clients to appropriate treatment services which may include counseling in such areas as alcohol or drug abuse, mental health problems, or anger control.

Conduct case reviews with treatment agency staff to determine the status of the case and how ASAP will proceed with program requirements.

Prepare correspondence, reports, and case records in both manual and computerized case management systems.

Perform other related duties as assigned.

Knowledge, Skills, Abilities:

The Probation Officer I – ACS requires knowledge of:

- The social and psychological principles of human development and behavior; and social organization, environmental and cultural forces.
- The criminal justice system, criminal law, and court procedures.
- Treatment and social services resources available to clients.

The Probation Officer I - ACS requires skill in order to:

- Prepare and maintain complete records and case histories.
- Learn and use computer and work processing software.
- Interpret and explain laws, rules, and regulations.

The Probation Officer I - ACS requires the ability to:

- Interview individuals to assess the nature of problems and make appropriate referrals.
- Communicate professionally both orally and in writing.
- Establish and maintain positive working relationships with professional agencies within the community.
- Relate to clients from a variety of cultures and work with difficult or angry individuals; remain calm and make rational decisions under conditions of stress.
- Be thorough and impartial in handling cases.

Minimum Qualifications:

A bachelor's degree from an accredited college in any field.

Substitution:

Four years of any combination of post-secondary education from an accredited college and/or paraprofessional experience in probation, parole, criminal justice, social services, corrections, criminal investigation, public safety, law enforcement, mental health, substance abuse treatment, rehabilitation, case management, or similar work experience will substitute for the required degree. This includes service as a Deputy Clerk, Legal Technician, Administrative Assistant, Court Supervisor, Chief Deputy Clerk, or Clerk of Court with the Alaska Court System or a similar position with another employer.

Note:

The applicant must meet the requirements for Alaska Public Safety Information Network (APSIN) access as defined by the Alaska Department of Public Safety.

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