

**Alaska Court System
Class Specification**

PROBATION OFFICER II - ALASKA COURT SYSTEM

Range: 16

SOC: 21-1092

EEO4: 06

Class Code: C3023

Definition:

The Probation Officer II - 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 II – ACS is the journey level of the Probation Officer – ACS series. This position functions under general supervision, works independently, and supervises the most complex cases. The Probation Officer II – ACS works predominantly with misdemeanant 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 II – ACS receives less supervision at this level. Independent judgment and problem solving skills are important.

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.

Conduct conferences with parents of minors to assess the options for treatment, both in Alaska and out-of-state.

Develop alternative resources and sentencing treatment options for defendants who live in remote areas.

Prepare reports based on clients' criminal history with ASAP, Drinker Classification, prognosis, and treatment options.

Provide court testimony as required.

Provide special assistance to courts in setting up specialized court-ordered requirements.

Provide technical assistance and recommendations to both Anchorage and field office staff on case management.

Manage a full-range caseload.

Conduct on-site program evaluations of ASAP offices to determine compliance with ASAP standards. Facilitate ongoing local systems coordination and train field office staff.

Manage the Anchorage office on a rotating basis with the Adult Probation Officers II – ASAP in the absence of the program coordinator.

Provide assistance to the program coordinator in developing statewide ASAP materials such as manuals, policies and procedures, and standards.

Perform other related duties as assigned.

Knowledge, Skills, Abilities:

The Probation Officer II – 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 II - ACS requires skill in order to:

- Prepare and maintain complete records and case histories.
- Learn and use computer and word processing software.

- Interpret and explain laws, rules, and regulations.
- Provide critical analysis of reports and recommendations from others; analyze situations accurately and adopt the most effective course of action.
- Train staff and provide technical assistance.

The Probation Officer II - 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.
- Provide system coordination among the various agencies of the criminal justice and treatment delivery systems.

Minimum Qualifications:

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

AND

One year of experience as a Probation Officer I – ACS.

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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