

# Assistant Probation Officer

**Job Post Deadline Date**

Thursday, October 22, 2020

**External Job Posting Date**

October 8, 2020

**Salary**

\$3,146.10

Month

**City of Job Vacancy**

Lincoln

**District**

3A

Assistant Probation Officer

District #3A

Location: Lincoln

This is a highly responsible paraprofessional position under the close supervision of the Chief Probation Officer or designee.

Work includes the supervision and/or monitoring of offenders at high risk to reoffend, including recreation, home, education, treatment and community activities. The person in this position must maintain a high level of ethics and serves as a role model for offenders. Work includes support and services to probation officers in a wide range of areas, including supervision of persons on probation and preparation of investigative reports. This person will be involved in supervising high-risk offenders under the direction of a probation officer. In exceptional circumstances, an assistant probation officer may work with high-risk offenders as directed by the Chief Probation Officer and approved by the Probation Administration. Perform assigned tasks as required.

Assignment of this position within a district is at the Probation Administration's discretion and contingent upon the unique needs of the district. Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** Position also desires knowledge of the criminal justice system. Ability to learn NPACS, CJIS, JUSTICE procedures. Ability to learn new approaches to probation investigation and supervision. Knowledge of legal terminology and general court procedures. Establish and maintain effective working relationships with criminal justice personnel, probation participants and their counsel. Ability to meet recurring deadlines, ability to effectively organize time, set priorities, and work under stressful conditions.

**MINIMUM QUALIFICATIONS:** Associate's degree or 63 hours of course work from 4-year college.

**PREFERRED:** Bachelor's degree in the social sciences, criminal justice, or related fields.

All educational credits must be granted from an accredited institution approved by the U.S. Dept. of Education.

Hiring Rate: \$3,146.10 per month

Closing Date:  
10/22/20

Please visit <https://statejobs.nebraska.gov> to fill out the State application. The State of Nebraska complies with Nebraska's Veterans Preference Laws.

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