

Job Title: CASE MONITOR

Grade 7 - NE

Job Location:

Major Duties:

Under district supervision of the Chief Probation Officer or designee, this is a responsible paraprofessional position. The work involves monitoring and coordinating activities associated with the supervision of administrative and low-risk probation cases; assist in the preparation of investigative reports; preparing alleged probation violations; coordinating and administering offender assessments; arranging and conducting alcohol and drug testing on offenders; initiating and monitoring treatment referrals as well as payment of fines, restitution, and community service.

Assignment of this position within a district is at the Probation Administrator=s discretion and contingent upon the unique needs of the district.

Typical Examples of Work Performed: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Obtain demographic, criminal, and driving histories on offenders.

Meet with offenders to obtain background information and assess appropriate levels of supervision according to standards.

Explain terms of probation to offender and make appropriate referrals consistent with court order.

Supervise assigned administrative and minimum-risk cases in accordance with System standards.

Maintain appointment schedules and prepare chronological case notes on offenders.

Work closely with court personnel and referral agencies.

Answer offender=s questions and verify the completion of probation conditions, including alcohol education, defensive driving, and any other court-ordered classes. Verify the payment of fines and court costs, etc., and report any violations to the Chief Probation Officer or designated officer.

May prepare investigative reports and alleged probation violations as directed.

Assist with collateral investigations.

Case Monitor cont.):

Administer offender assessments.

Arrange and conduct alcohol and drug testing on offenders.

Assist with necessary computer set-up information, monitor database information for accuracy, and alert staff regarding releases, extensions, violations, or terminations.

Prepare correspondence as required, utilizing form letters, dictated materials, or own writing as directed.

Complete accurate and timely paperwork. Detailed documentation and communication with the supervising probation officer.

Assist probation officer in gaining case information as directed.

Conduct curfew checks.

Oversee and/or assist in setting up community service and/or restitution.

Assist offenders in program completion.

Assist in monitoring offenders.

Meet all training requirements in a timely manner.

Attend staff meetings, as directed.

Work cooperatively and closely with other staff.

Assist in the supervision of persons on probation and in providing the necessary information to the court regarding violations of supervision.

Conduct records checks on various automated systems, including NPMIS, CJIS, and JUSTICE.

Be familiar with the Standardized Model and able to administer the SSI and the SRARF, as well as compile and send the required information to Registered Providers.

Report all hazardous incidents encountered in the course of duty to the Chief Probation Officer or designee.

Case Monitor (cont.):

Enter offender data and case notes into NPMIS.

Generate reports as needed, being sure that all data required for such reports has been collected and entered into NPMIS.

Perform all other duties as assigned by supervisor, probation officers, Deputy Chief, and Chief Probation Officers and other direct supervisors.

Qualifications for the Job:

Graduation from high school or equivalent plus education or experience that will enable the employee to possess the required knowledge, skills and abilities. Knowledge of the criminal justice system and Probation-related experience would be beneficial. All educational credits must be granted from an accreditation institution approved by the U.S. Dept. of Education.

Knowledge, Abilities, and Skills Required on the Job:

Ability to learn all computer and other technological applications utilized by the Nebraska Probation System and develop a working knowledge of each.

Knowledge of the criminal justice system and knowledge of Probation procedures, sentencing guidelines, and the supervision process desired.

Ability to understand and follow oral and written instructions.

Ability to effectively organize time, set priorities, and work under stressful conditions.

Knowledge of legal terminology and general court procedures desired.

Knowledge of modern office practices, procedures, systems, and equipment.

Ability to compose routine and technical letters and memoranda.

Ability to display a professional demeanor; establish and maintain effective working relationships with criminal justice personnel and offenders.

Ability to learn NPMIS, CJIS, JUSTICE procedures and use of each.

Knowledge of the community and its resources.

Ability to meet recurring deadlines.

Ability to communicate, understand and follow oral and written instructions.

Case Monitor (cont.):

Ability to effectively organize time, set priorities, and work under stressful conditions.

Knowledge of modern office practices, procedures, systems, and equipment, including the internet and e-mail.

Knowledge of Microsoft Office applications.

Ability to compose routine and technical letters and memoranda.

Ability to operate a keyboard.

Ability to display a professional demeanor; establish and maintain effective working relationship with criminal justice personnel, probation participants and their counsel.

Working Conditions:

Some travel may be required.

Sitting behind a computer for extended periods of time.

Lifting heavy items may be required.

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Approved July 18, 2007