

Job Title: PROBATION OFFICER TRAINEE Grade 10 - NE
Job Location: District Office

Major Duties:

This entry level position involves job orientation and training under close supervision for a period of one year to afford the trainee an opportunity to gain experience and develop ability. Work within this position includes performing a variety of duties ranging from conducting court investigations to the case management of offenders.

During the trainee=s provisional period of employment, he/she will become knowledgeable with Nebraska Probation statutes, the Nebraska Supreme Court Personnel Policies and Procedures handbook, the Nebraska Probation System Policies and Procedures Manual, and any local district manuals. The trainee will work closely with and observe other Probation staff, learn office operations and court procedures. Perform related work as required.

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.)

Become familiar with various types of presentence/predisposition investigation (PSI/PDI) reports through formal training and observation and complete PSI/PDI reports under close supervision.

Become familiar with the supervision of offenders as outlined in the Nebraska Probation Policies and Procedures Manual and become capable of providing appropriate supervision of assigned cases through formal training, review of case files, and observation of other officers.

Become acquainted with judges, court staff, and personnel of the criminal justice agencies.

Become acquainted with school personnel, mental health facilities, alcohol and drug programs, vocational rehabilitation programs, and other available resources.

Exercise verbal and written communication skills in day-to-day activities.

Become familiar with the authority to arrest and detain offenders as provided by Neb. Rev. Stat. 29-2266 (2) and (3).

Probation Officer Trainee (cont.):

Complete training in appropriate drug and alcohol testing procedures and conduct the same under close supervision.

Become familiar with local district juvenile intake procedures.

Become familiar with policies and procedures associated with the electronic monitoring of offenders and related equipment.

Appear in court as required.

Qualifications for the Job:

Graduation from college with a bachelor=s degree in the social sciences, criminal justice, or related fields.

Knowledge, skills, and abilities required on the job:

Ability to communicate effectively both orally and in writing.

Knowledge of individual and group behavior.

Ability to motivate offenders toward self-improvement.

Ability to organize and utilize time properly.

Formatted May 7, 2013