

Job Title: SENIOR PROBATION OFFICER Grade 14 – NE
Job Location: District Office

Major Duties:

Under limited supervision, this position routinely engages in performing a wide variety of investigatory and supervisory responsibilities involving offenders and, in addition, may be responsible for training Probation Officer Trainees, Probation Officers, interns and volunteers. May be assigned a specialized caseload or assume occasional responsibility for the day-to-day operation of an office or district and is capable of contributing to the implementation of district/region policies and 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.)

Conduct and prepare all types of presentence/predisposition investigation (PSI/PDI) reports in accordance with System standards.

Supervise all types offenders on probation in accordance with System standards.

Demonstrate the proper use of all Probation forms and other necessary paperwork.

Conduct drug and alcohol tests on offenders as required.

Obtain advanced training in probation, criminal justice, or other specialized areas, and serve as a resource for other line staff.

Be available for speaking engagements and consultation with community groups.

Be active within the community and the Nebraska Probation System and serve on committees, boards, and commissions as requested.

If applicable, engage in the electronic monitoring of offenders.

Be knowledgeable of all district functions and individual duties of each staff member.

Exercise the authority to arrest and detain offenders in accordance with Neb. Rev. Stat. 29-2266 (2) and (3).

Senior Probation Officer (cont.):

Testify in court in the course of probation violation and sentencing hearings.

Conduct intake and detention interviews and take appropriate action under the limited direction of the Chief Probation Officer, ISP Coordinator, or designated supervisor.

Qualifications for the Job:

Meet basic requirements for selection as a Probation Officer Trainee and continue to meet the requirements of a Probation Officer.

Must have served four (4) years as a Probation Officer.

Knowledge, skills and abilities required on the job:

Demonstrate a positive ongoing working relationship with the court system, other criminal justice agencies, and community providers.

Demonstrate a keen understanding of available community resources and services.

Demonstrate expertise in conducting and preparing all types of presentence/predisposition investigation (PSI/PDI) reports as per System standards.

Demonstrate expertise in supervising all types of offenders as per System standards.

Demonstrate expertise in all areas of Probation work and act as a resource person for other probation officers.

Good working knowledge of electronic monitoring policies and procedures and the operation of electronic monitoring equipment.

Willingness to obtain advanced training in probation, criminal justice, or other specialized areas, and serve as a resource for other line staff.

Excellent written and oral communication skills.

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