

BIG STONE, GRANT, STEVENS, TRAVERSE AND WILKIN COUNTIES JOB POSTING

POSITION TITLE: Probation Officer

DEPARTMENT: Court Services

DATE OF POSTING: August 1, 2018

CLOSING DATE: August 20th, 2018, 4:30 p.m.

REPORTS TO: Courts

SALARY: \$42,533 – \$45,330 based on experience

BENEFITS: Health insurance contribution, life, disability, PERA, vacation leave and sick leave.

NORMAL HOURS OF WORK: 8:00 a.m. to 4:30 p.m. Monday through Friday

POSITION STATUS: Permanent, exempt, non-union

GENERAL RESPONSIBILITIES: The Probation Officer provides supervision of juvenile and adult misdemeanor/gross misdemeanor cases pursuant to Minnesota Statute 244.19, subd. 3, for the counties of Big Stone, Grant, Stevens, Traverse and Wilkin. Within the parameters of the Court's Dispositional/Sentencing Order, the Probation Officer is responsible for completing investigations; reporting conclusions to the Court; and for developing, implementing, and restructuring probation plans.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Corrections, Criminal Justice, Criminology, Counseling, Counseling Psychology, Psychology, Social Work, Sociology, Law Enforcement or Human Services. Candidates must meet all hiring standards of the Minnesota Department of Corrections, having successfully completed the necessary hours of internship/volunteer experience, and be eligible for employment. A valid driver's license is required. Personal vehicle for extensive travel is required.

SKILLS & KNOWLEDGE: Knowledge of department and county organization and administrative policies, procedures, and practices; developmental dynamics and the influence of environment on human behavior; treatment modalities and their application; the court system, juvenile and criminal law, and the philosophy and functioning of the corrections system, and data privacy rules and procedures. Skill in reading, writing, and speaking English proficiently; interrogating hostile offenders to obtain needed information; motivating reluctant clients; establishing productive relationships with offenders in an authoritarian role; diagnostic and counseling skills which can lead to change; formal narrative reporting to the Court, Minnesota Department of Corrections, and professional treatment providers; negotiating agreements, persuading and convincing others; public relations skills to coordinate with other law-related offices and courts; assertiveness; computers including Microsoft Office Software. Ability to effectively present court testimony; develop and maintain effective working relationships with supervisors, co-workers, department heads, other county staff, other state and federal agency staff, attorneys, and members of the public; demonstrate effective oral and written English communication skills and communicate effectively with judges and members of the Bar, law enforcement, offenders, and the general public; operate computers and all other job-related equipment; understand and carry out oral and written instructions; work independently, exercise good judgment; maintain confidentiality.

TO REQUEST AN APPLICATION PACKET: Contact Lisa Siegel, Traverse County Coordinator, Traverse County Courthouse, 702 2nd Ave North, Wheaton, MN 56296, 320.422.7778 (telephone) or lisa.siegel@co.traverse.mn.us (e-mail).

**APPLICATIONS MUST BE RECEIVED IN THE TRAVERSE COUNTY
COORDINATOR OFFICE BY 4:30 P.M., AUGUST 20, 2018**

Equal Opportunity Employer