
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: PROBATION OFFICER
POSITION NO: 009
ANNUAL SALARY: \$47,169
DEPARTMENT: TENTH [10TH] DIVISION CIRCUIT COURT (1095)

This position is open to County employees and the General Public.

PRIMARY RESPONSIBILITY/FUNCTION: The Probation Officer is responsible for the supervision and monitoring of juvenile placed on probation by the Court, ensuring all requirements and conditions of probation are met.

ESSENTIAL JOB FUNCTIONS:

- Supervises juveniles placed on probation and/or their condition of release.
- Writes and maintains a completed history of each case before disposition and during the conditions of any Probation or other dispositions.
- Furnishes to each Juvenile on probation (and to his/her Parent, Guardian, Custodian), a written statement of terms and condition of probation; reports to the Court any violation of those terms and conditions..
- Prepares Court reports and predisposition reports; makes recommendations for dispositions.
- Attends Court Hearings and testifies as needed.
- Conducts drug screens on Juveniles and/or Parents, Guardians, Custodians.
- Makes appropriate referrals for Juveniles and/or families for assessments, evaluations, and services as Indicated or ordered.
- Obtains and/or maintains Continuing Education requirements and training
- Performs other related duties as required.

WORKING CONDITIONS:

- Duties are performed within a smoking restricted office environment

ACCEPTABLE TRAINING & EXPERIENCE:

- Completion of a Bachelor's Degree in Criminal Justice, Sociology, Psychology, or a related field;
- Some experience in criminal justice, or a related area; OR any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

OPEN DATE: 01-03-2018

CLOSE DATE: 01-17-2018 (5:00p.m.)

The Human Resources Office will be closed on Monday – January 15, 2018 in observance of the Martin Luther King, Jr. Birthday Holiday.

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

03 January 2018

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