

SHAWNEE COUNTY, KANSAS
Position Description
Intensive Supervision Probation Officer (Adult)

Position Control Numbers: Various

FLSA Status: N

POSITION DESCRIPTION

Under general supervision, this position supervises and assists clients under the jurisdiction of the District Court. Performs other duties as assigned. This position is supervised by the ISP Division Manager.

WORK PERFORMED

- 40% Case Supervision.** Monitors the activities of adult clients through meetings in the office, at their home or place of employment. Responsible for driving to other locations as needed. Conducts drug test screenings. Certified to administer and score Level of Services Inventory – Revised (LSI-R).
- 40% Documentation.** Documents the status of adult clients including developing supervision plans, entries in management information system, court reports and statistical reports. Creates and maintains individual case files on each client. Gathers and verifies client information. Performs standard assessment instruments on a scheduled basis. Explains applicable laws, regulations and standards to offenders. Assists clients in securing employment. Turns in files and reports for audit in a timely manner. Reports client progress and alleged violations of probation to the Court. Provides a variety of alternatives to the Court for disposition.
- 10% Services.** Locates services for clients such as vocational training, drug/alcohol treatment, mental health services, educational training and community resources to aid with basic needs. Utilizes in-house behavioral health resources.
- 10% Meetings, Training and Staffing.** Participates in organizational meetings, court hearings and staff training. Meets with employers and service providers to enhance offender supervision. Meets with supervisor to receive work instructions and discuss program issues.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Principles, methods and procedures to facilitate continued adjustment of criminal offenders within their environment.
- Human behavior and interpersonal relationships.
- Basic terminology and concepts of probation and other court services.

Ability to:

- Interact with clients, public and stakeholders in order to establish and maintain professional working relationships.
- Convey respect for the criminal offender, communicate information concisely and accurately, and maintain composure under stressful conditions.
- Address negative behavior by redirecting the offender to pro-social, non-criminal actions.
- Communicate effectively, both orally and in writing, using the English language.
- Maintain extensive records. Such records may be subpoenaed in court and are subject to audits by the agency and the State.
- Work as a team member as well as independently without direct supervision.

Skill in:

- Verbal and written communication.
- Typing and data entry skills.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching	X				Sitting			X		Driving	X			
Pushing/Pulling	X				Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery	X			
ARMS					Carrying		X			Driving Automotive Equipment	X			
Reaching	X				Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying	X				Turning	X				Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision	X				Standing			X		Work Above Ground	X			
Far Vision	X				Sitting			X		Work Below Ground	X			
Color Vision	X				Carrying	X				Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning	X				Exposure to Marked Changes in				
Hearing				X	Lifting	X				Temperature and Humidity	X			

EQUIPMENT USED

Personal Computer	Photocopier / Scanner	Cell Phone	Printer
Camera	Drug Testing Equipment	Telephone	Fax Machine
Automobile	Breathalyzer		

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MINIMUM QUALIFICATIONS

Bachelor’s Degree from an accredited college or university in human services or a closely related field or experience in corrections or treatment (counseling) may be substituted for the required education on a year-for-year basis. If experience is substituted for the required education, a High School Diploma or GED Certificate is required.

Be 21 years of age or older.

No felony conviction or adjudication in this or any other state or in any military tribunal.

Not be registered on the Kansas child abuse registry.

Not be registered on the Kansas adult abuse registry.

Valid Driver’s License and able to operate a County-owned vehicle (HR-2013-2).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to pass a background investigation, pre-employment physical/drug screen and a review of driving record.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee’s Signature / Printed Name	_____ Date
_____ Administering Supervisor’s Signature / Printed Name	_____ Date
_____ Appointing Authority’s Signature / Printed Name	_____ Date

Created: 12/04
Revision History: 12/20